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ABSTRACT

Prepared as a resource familiarization project for a doctoral studies program, this bibliography provides annotations of books, periodicals, bibliographies, and reference works on organizational communication at the Alden Library. Books and periodicals are limited to the years 1960-76. The introduction reports steps taken to increase knowledge of the library and its resources, provides bibliographic preparation guidelines, and elaborates decisional subject-matter choices. The bibliography is divided into three sections by category--bibliographies and reference works, periodicals, and books--and citations are listed by title (with call number), and then by author, editor, or publisher. The second listing includes both the call number and an annotation. (RAA)

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Center for Communicative Studies
College of Communication
Ohio University
Athens, Ohio

ANNOTATED BIBLIOGRAPHY FOR ORGANIZATIONAL COMMUNICATION: 1960 - 1976

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Special Report Number 38
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"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Dudley A. Williams

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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Introduction

Many students entering graduate programs are amazed when they suddenly become aware of the drastic difference between class work for the undergraduate and the graduate. The undergraduate is generally on the receiving end, and participates in class discussions and activities rather infrequently, but such is not the case for the graduate student. The graduate student finds he or she is totally involved in class presentations and the development of information and reports pertinent to the course topic and objectives. The undergraduate climate is normally one in which the teacher leads the students through the course with a considerable number of lectures, assignments of small reports, quizzes and examinations, and little time to participate. Progress is measured by tests, evaluations, and teacher impressions. Graduate instructors generally introduce their courses, stress the objectives for instructor and students, and place the burden of progress and learning on the shoulders of the student. This makes it necessary for the student to actively participate in group discussions, to develop specially assigned reports, to conduct research continuously, and to teach selected periods of the class instruction. Measurement of learning occurs through very few examinations, numerous and lengthy research reports, and numerous class discussions which are open to challenge by either the instructor or another student.

Based upon personal experiences as well as discussions with faculty and students, I firmly believe the specific differences between the two student environments is teacher control and student involvement and participation. Student involvement and participation refers to student initiative and creativity enhanced by the constant research of the student. This paper addresses the latter point: the need for constant research by the graduate student.

The course text for a good number of graduate courses might best be described as "the library offerings." Most students are handed a reading list or bibliography during the first meeting of the class group. Their frequently assigned reports, readings, and discussions may find appropriate sources from that reading list. More probably, the list provided by the instructor is only to focus the student's attention on the fact that numerous references are available, as noted by the teacher's list. Also, this reference list carries an inference that student research of those and other references is to be a major requirement for the course.

It normally requires only a few class meetings and a similar number of trips to the institution's library for the graduate student to become aware that more time is being spent searching for suitable references than is possible for the reading and analyzing of the supportive materials selected by the student. The reversal of this ratio is absolutely necessary if the graduate student is

to be successful in his pursuit of studies. Research is profitable only when material can be digested and associated with other information.

To reverse the ratio of search time over study time for a reference, the student is quick to understand that his knowledge and understanding of the library must be greatly and rapidly enhanced. What information is available in which types of reference categories? What categories of information are available? What is the primary science or discipline involved in the graduate program? Where are the book stacks pertaining to that science or discipline located? These are only a few of the questions a graduate student will be asking himself as well as the various library employees he comes in contact with while "wandering" and "drifting about" the library. In a more organized format, and again based on my experiences and discussions with librarians, here are eight major areas of information pertinent to helping the student find references quickly enough to allow sufficient time for study:

1) The physical arrangement of the library.
2) Identification and location of allied areas, sciences, and disciplines considered supportive to research in the primary area of study.
3) Familiarity with various sources of information in the library's section for Bibliographies and Reference Works.

4) The types and categories of information included in the library: books, microfilm, ERIC files, periodicals, etc.

5) Specific location of references directly related to a particular science or discipline for the graduate program involved.

6) Preparation of bibliographic information for those references selected as supportive to study and research required for the particular program.

7) A familiarity with library call numbers related to areas providing direct or indirect information pertinent to program study requirements.

8) Areas of expertise for certain library employees: who are they; where are their offices; what are their specialities; and when do they normally work.

The quicker the new graduate student enhances his knowledge of those listed points, the sooner he will commence to reverse the ratio of search and study efforts. Keep in mind that research, and the ability to accurately and clearly identify and explain supporting references, are <u>what graduate work is all about</u>.

This paper reports the steps taken to increase knowledge of the library and its resources; and, to report the annotated bibliography developed from that new knowledge. Project goals were to reverse

the ratio of time spent searching out material and the time available for reading, studying and interpreting that material, and the development of bibliography supportive to research in organizational communication. The project was not directed toward enhancing my information and understanding of all eight points previously outlined. The size of Alden Library and its numerous categories of reference materials, along with the number of references contained within those categories, dictated that the scope of this effort be restricted for very practical reasons: time and effort required. Whereas most bibliographies are prepared with card catalog search being the initial indication of supportive material available, this project was to be accomplished by actual physical inspection of selected professional areas having recognized contributions toward the field of interest identified as Organizational Communication. While there are numerous sciences and disciplines to consider, for limitation purposes it was decided that only these areas would be searched: sociology, management, organizational theory, speech communication, psychology, and education. To further simplify the project but still obtain the desired results, these guidelines were created:

1) Identify those library fields and areas of concentration which are supportive to organizational communication research.
2) Conduct a book-by-book, periodical-by-periodical

physical search of those identified areas and determine which publications supported research in organizational communication.

3) Select for recording in the proposed bibliography those references which are highly supportive of organizational communication research, training, and skill development.

4) Prepare accurate bibliographic information and an annotation for each of those selections.

5) Concentrate on only three library categories of information available in the library: bibliographies and reference works, periodicals (current), and books that were published during the period 1960 through 1976.

6) For each of the three categories of information indicated in paragraph 5 above, develop two separate bibliographical listings and formats: an alphabetized listing by title, including author (or publisher or editor) and the library call number of the item; and, an alphabetized listing by author, and including a personal annotation on the research value of the publication, and its library call number.

As stated previously I initiated this bibliographic project for the express purpose of developing that necessary familiarity and understanding of the Alden Library environment and organization so important to my

primary focus of doctoral studies: the area of Organizational Communication. My related areas of focus were Management and the Administration of Higher Education, two fields closely related to the area of Organizational Communication. The project was commenced during the first month of my doctoral studies at Ohio University in 1974. My plan was to complete it in no longer than three to four quarters. While the actual research and most of the writing were accomplished within those four quarters, numerous obstacles delayed its final completion until this time.

My activities in the library revealed very quickly some of the confusion to be faced in attempting to research elements and activities associated with this field. Some of these difficulties are outlined in this brief historical review of the evolution of the term "organizational communication."

The interrelationship between organization, the members of that organization, and the communicative patterns and processes which links both together has been under the consideration and scrutiny of many professional areas for a relatively long period of time.(1)(3)(4) Often, however, that interest has been camouflaged by the profession's own vocabulary and its definition of terminology. One thing is most certain: the area of interrelationships for organizations, their members, and the linking function of communication has

been significant enough for numerous professional and academic areas to draw attention to its importance to accomplishment of organizational and group objectives.(20) (26) Repeatedly, the respective professional journals demonstrate this interest.

A variety of segments of the professional and academic worlds have considered this interrelationship situation as something new, previously without specific focus in either the academic or non-academic environments. From this -oup developed one of the intiial interests in the influence of the communicative process on organizations and groups.(2) (5) The scope of this awareness resulted in a steadily growing curiosity focused on communicative situations involving those behaviors and experiences particularly appropriate for study by the respective disciplines.(10) (26) Another interested group held to the assumption that this situational aspect was nothing more than another of the growing interdisciplinary activities which could have broad influence on other functions of management, organization, and sociological environments of groups.(12) (16) (25) This approach developed additional strength and credibility to the need for the study of the communicative behaviors in organizations.(14) (15) (18) In more recent times, a sizeable and steadily growing number of individuals from both the previously mentioned groups has drawn strong attention to this area of study by specifically

recognizing it through the label of "organizational communication."(8)(14)(15)(26) This group describes/defines this new area of organizational communication as including processes of communication related to the organization and occurring internally and externally to it.(23) As did the previous interest groups, this group positively identifies the ways, good and bad, that communication influences the mission accomplishment of an organization.(10)(24)(25)

This discussion of interest groups and organizational communication situations has been rather general and devoid of personality identification. Following are only a few of the professionals and academicians who directly or indirectly fostered development of the field of organizational communication. A key point to remember, since it provides a distinct problem to the researcher, is that organizational communication is obviously an interdisciplinary field.(8)

Prior to 1960, the starting date for recording items in this bibliographic project, a great number of inferences were detected which drew attention to organizational movement of information and its influence on and by employees and managers, the organization itself, and other variables.(6) A few of the professions emphasizing greater concentration here were sociologists, managerial experts, and organizational theorists.(7)(17)(25) Their stressing of the importance of this activity with inter-

related various professions and disciplines contributed great credibility to the presence of this new field and the requirement for more thorough investigation of it.

Certainly, there have been numerous historical inferences, or interpreted inferences, to the problems and variables influencing communication between a leader and his audience or group. It is not an infrequent thing to find incidents in which source material from sociology, management, business communication, public relations, interpersonal communications, etc., reveal an attempt to relate Aristotle's early paradigm of the communication act to individual, group, and organizational behavior.(3) In most of the modern communication models, and some not so modern, a researcher finds it easy to see an association between Aristotle's oral description of a communicative act and the movement of information and messages in the organizational environment.(10) Centuries later Taylor and his explanations of scientific management drew wide attention to the influence of employee-oriented communication and its related problem areas in industrial organizations and operations.(11)(27) Even later in time the descriptions of cybernetics by Wiener and others have enabled researchers to better understand the flow of messages within organizational systems.(18)(23) The professional backgrounds of those three individuals just

mentioned strengthen the point that this interrelationship of organizational behavior and communicational behavior is multidisciplinary in nature.[25]

The interest in this area is obviously representative of an area of overlapping contributions from numerous professional areas. More recently a number of well-known behaviorists lent their support to the steadily developing field of organizational communication, although that name had not been widely used at the time. Thayer,[26] Haney,[10] and Redding[19][20][21] made significant contributions to the identification of a new and important field of study and research. Redding developed a list of postulates which described communication in organizations and those problems besetting it.[20] Other associates of Redding reflected acceptance of many of those postulates in their own publications focusing on the same field (e.g., Goldhaber,[8] Pacilio, and Sincoff[25]). Terminology referring to this behavior situation changed from "communication systems in organizations" (Thayer)[26] to "communication in the organization" (Haney)[10] to "communication within organization" (Redding)[20] to the currently accepted terminology of organizational communication.[9][15] Publications now employ the latter term extensively (e.g., Goldhaber,[8] Lewis,[14] and Koehler et al[14]). Again, the significant point is the varied professional backgrounds of the authors mentioned:

communication, sociology, psychology, information systems, etc. The number of areas for a researcher to investigate while seeking material supportive to research on any aspect of organizational communication presents a most difficult problem since a great number of professional areas appear "to have a piece of the pie." The value of each of those contributions is open to question as well as to the interpretive abilities of the researcher. Distinctive vocabularies and concepts, as well as differences in theories, add additional confusion to such research. The present bibliography is intended to reduce many of those difficulties and the time for discovering supportive materials.

A brief discussion is necessary to elaborate on the use of various professional vocabularies referring to communicative activities and behaviors. The communication researcher is forced to interpret such vocabularies in relation to their pertinence to the communicative processes. Many publications, even some dated as late as 1970, are practically devoid of the word "communication." One example of this situation is Fiedler's publication on leadership effectiveness.(8) In lieu of the word "communication" or any of its derivatives, one will discover "controls," "manages," "persuades," "decision-making," and "movement of information" within the chain of command of the formal organization, all used as

possible synonyms for "communication."

Another publication providing difficulties similar to those noted with reference to Fiedler is the Hersey and Blanchard book on management of organizational behavior.(11) The only mention of communication in the index of this widely-used text refers to a publication written by Haney.(10) The function of communication is referred to by such words and phrases as "performs actions," "by directing, changing and controlling behavior," and "the process of influencing behavior." The communicative behavior must be interpreted by the researcher in such references and inferences.

My annotations in the bibliography draw attention to this lack of reference to "communication" vocabulary. Most of those cases where this problem appeared were in management, organizational theory, leadership, and sociology publications. A communication researcher would do well to prepare a list of various behaviors and activities directly or indirectly descriptive of communicative behaviors, processes, and activities.

The number and types of information available in the Alden Library make it almost impossible for one person to adequately attempt to consider them all for a bibliography. Time itself would severely limit the endeavor. Therefore, three primary categories of resources were selected for investigation for this project: Bibliographies and

Reference Works, Periodicals, and Books. Books were further restricted to the publication dates between 1960 and mid-1976 inclusive.

Publication dates for references and bibliographies were not a limiting factor since a large number of these items are cumulative in series or later editions. The point here was to discover the variety of material which actually would help guide a researcher to the more specific material required. Noted here were such publications as encyclopedias, reference sets, biographical dictionaries, biographies, bibliographies, and yearbooks. A knowledge of references and bibliographies is the first step in reducing search time for material before it can be determined whether it is supportive to the focus of the intended research.

Periodicals searched were all in the current periodical files. Most of these files consisted of several years of quarterlies, journals, and some newsletters. Each periodical series received physical inspection (six copies of each) to determine its applicability to the bibliography under development. The presence of one or more types of the following kinds of information pertinent to this research project determined the selection of the publication for the project: pertinent articles, biographies of individuals writing in the research field, reading lists, unusual bibliographies, book reviews, research reports and studies, and other items of special

relationship to the organizational communication area. Over 300 different periodicals were examined, six copies of each. Nearly half were determined to be supportive of this research for organizational communication.

Books were initially selected based on their titles and this researcher's assumption of the possible scope of the publication. Then came a thorough review of the table of contents, the index, a listing of models or charts and diagrams, and possibly a reading of the introductory chapter, preface or dedication remarks. Association and relationship to organizational communication were the determining factors for ultimate selection for the bibliography. The presence of unusually detailed bibliographies or reading lists was also grounds for selection.

Those who scrutinize this paper and its bibliography contents will discover a few publications have slipped in from outside the limiting publication dates indicated for the books. It may have been a later edition of an older publication, or just a mistake caused by the enormity of the work effort involved in this project. Those books were left in since they did have beneficial contributions to the research of organizational communication.

Researchers, and especially other graduate students, must realize that bibliographies are never totally up-to-date. New material is constantly being placed into the files of the library. Periodicals provide an excellent

example of this point. After completing the periodical searches for this project, I had cause to recheck library call numbers for several periodicals, only to discover several new periodicals had been added during the four weeks I had spent analyzing current periodical files. I would hazard a guess that at least 20 new periodicals enter the files yearly, while several of those on file are discontinued.

This project was designed to accomplish one primary objective: reducing search time for possible supportive materials, thus permitting more time to read, analyze, and interpret the supportive value of that material to my studies in organizational communication. I am happy to report that the objective was accomplished. Its value to me as a graduate student has been tremendous. My increased knowledge of the library and those locations of materials most supportive to my studies and research has given me a new measure of competence and confidence in research requirements that will be beneficial in many areas.

Readers should understand that no attempt was made to include all appropriate supportive material in this bibliography. Numerous books were absent from book stacks for a variety of reasons: they were out on loan, being looked at by other patrons during this search, or possibly just misplaced. No consideration was given to repeating shelf search to discover additional references. The purpose was clearly one of becoming more familiar

with those materials pertinent to organizational communication research, and not to provide an exhaustive listing of all possible references.

I highly recommend that graduate students consider similar projects in their own fields to help them as preparing this bibliography has helped me.

References-Introduction

Number	References
1	Barnard, Chester I. The Functions of the Executive, Cambridge, Harvard University Press, 1938.
2	Bavelas, Alex, and Dermot Barrett. "An Experimental Approach to Organizational Communication," Personnel, Vol. 27, 1950-51.
3	Berlo, David K. The Process of Communication, Holt, Rinehart and Winston, Inc., New York, 1960.
4	Bormann, Ernest G., et al. Interpersonal Communication in the Modern Organization, Prentice-Hall, Inc., New Jersey, 1969.
5	Carter, Robert M. Communication in Organizations: An Annotated Bibliography and Source Book, Gale Research Company, Book Tower, Detroit, Michigan, 1972.
6	Dorsey, John T. "A Communication Model for Administration," Administrative Science Quarterly, No. 2, 1957, 307-324.
7	Dover, C. J. "The Three Eras of Management Communication," Journal of Communication, No. 9, 1959, 168-172.
8	Fiedler, Fred E. A Theory of Leadership Effectiveness, McGraw-Hill Book Company, 1967.

References-Introduction (continued)

Number	References
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10	Haney, William V. Communication and Organizational Behavior, Richard D. Irwin, Inc., Homewood, Illinois, 1973, 3d ed.
11	Hersey, Paul and Kenneth H. Blanchard. Management of Organizational Behavior: Utilizing Human Resources, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1972.
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14	Koehler, Jerry W., Karl W. E. Anatol, and Ronald L. Applbaum. Organizational Communication: Behavioral Perspectives, Holt, Rinehart and Winston, New York, 1976.
15	Lewis, Phillip V. Organizational Communication: The Essence of Effective Management, Grid, Inc., Columbus, Ohio, 1966.
16	Miner, John B. The Management Process: Theory, Research and Practice, The Macmillan Company, New York, 1973.

References-Introduction (continued)

Number	References
17	Pace, R. Wayne, Robert R. Boren, and Brent D. Peterson. Communication Behavior and Experiments: A Scientific Approach, Wadsworth Publishing Company, Inc., Belmont, California, 1975.
18	Porter, Lyman W., Edward E. Lawler III, and J. Richard Hackman. Behavior in Organizations, McGraw-Hill Book Company, New York, 1975.
19	Redding, W. Charles. "Guidelines and Principles--What Communication Research Can Tell Us," Reporting, July 1964, Vol. 16, 9-12.
20	_____ Communication within the Organization, Industrial Communication Council, Inc., New York, 1972.
21	_____ "The Organizational Communicator," Business and Industrial Communication: A Source Book, eds.: W. Charles Redding and George A. Sanborn, Harper & Row, Publishers, New York, 1964, 29-58.
22	Rogers, Everett M., and Rekha Agarwala-Rogers, Communication in Organizations, The Free Press, Macmillan Publishing Company, Inc., New York, 1976.
23	Ruben, Brent D., and John Y. Kim, ed. General Systems Theory and Human Communication, Hayden Book Company, Inc., New Jersey, 1975.

Reference-Introduction (continued)

Number	References
24	Sanborn, George A. "Communication in Business: An Overview," Business and Industrial Communication: A Source Book, eds.: W. Charles Redding and George A. Sanborn, Harper & Row, Publishers, New York, 1964, 3-28.
25	Sincoff, Michael Z., et al. "Organizational Communication: Perspectives and Prospects," The Ohio Speech Journal, Vol. XIII, 1975.
26	Thayer, Lee. Communication and Communication Systems, Richard D. Irwin, Inc., Homewood, Illinois, 1968.
27	Wren, Daniel A. The Evolution of Management Thought, The Ronald Press Company, New York, 1972.

BIBLIOGRAPHIES
AND
REFERENCE WORKS
(B&RW)

TITLE LISTING: BIBLIOGRAPHIES AND REFERENCE WORKS (B&RW)

Title and Author or Editor or Publisher	Call Number
ABSTRACTS OF THESES AND DISSERTATIONS (QU)	Ref AS 36 O57
BASIC BOOKS IN THE MASS MEDIA (Blum)	Ref Z 5635 B55
BIBLIOGRAPHY OF RESEARCH RELATING TO THE COMMUNICATION OF SCIENTIFIC AND TECHNICAL INFORMATION (BIS)	Ref Z 7405 C6 R8
BIBLIOGRAPHY OF SPEECH AND ALLIED AREAS (Mulgrave)	Ref PN 4016 M843
CLASSIFIED LIST OF PERIODICALS FOR THE COLLEGE LIBRARY (Farber)	Ref PN 4728 F372
COMMUNICATION IN ORGANIZATION (Carter)	Ref Z 5630 C378
DISSERTATION ABSTRACTS INTERNATIONAL (Xerox)	Ref AS 30 M52
THE ENCYCLOPEDIA OF EDUCATION (Dreighton)	Ref LB 15 E47
FUNDAMENTAL REFERENCE RESOURCES (Cheney)	Ref Z 1035.1 C5
GUIDE TO REFERENCE WORKS (Winchell)	Ref Z 1035 W79
INTERNATIONAL COMMUNICATION (Mowlana)	Ref Z 5630 M598
INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES (Sills)	Ref H 40 A2 I5
INTRODUCTION TO BIBLIOGRAPHY AND REFERENCE WORK (Wynar)	Unclassified*
INTRODUCTION TO REFERENCE WORKS: VOL. I, BASIC INFORMATION SOURCES VOL. II, REFERENCES SERVICES (Katz)	Ref Z 1035.1 K3
JOURNALISM ABSTRACTS (AEF)	Ref PN 4722 J69
MAGAZINES FOR LIBRARIANS (Katz)	Ref AP 1 K388k

*Reference either had not been assigned a call number as yet, or it was a personal copy of author and believed to be important to this bibliography.

Title Listing: B&RW (continued)

MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS (Turabian)	Unclassified*
MASS COMMUNICATION, A RESEARCH BIBLIOGRAPHY (Hansen)	Ref Z 5630 H3
MASTER'S IN EDUCATION (Silvery)	Ref Z 5816 I6 M3
NATIONAL DIRECTOR OF NEWSPAPERS AND REPORTING SERVICES (Gale)	Ref PN 4710 N384
THE NEW LIBRARY KEY (Cook)	Unclassified*
REFERENCE BOOKS (Bell)	Unclassified*
REFERENCE BOOKS: HOW TO SELECT AND USE THEM (Galin)	Ref Z 1035.1 G3
REFERENCE BOOKS IN PAPERBACK (Wynar)	Ref Z 1035.1 W95
RESEARCH CENTER DIRECTORY (Palmer)	Ref AS 25 D5
SELECTED RAND ABSTRACTS (Rand)	Ref AS 36 R284
A SIMPLIFIED STYLE MANUAL (Linton)	Ref PN 147 I46
SPEECH INDEX (Sutton)	Ref AI 3 S85
WILLING'S PRESS GUIDE (T. Skinner)	Ref PN 4899 E5 W5

AUTHOR LISTING*: REFERENCE WORKS

Author, Title, Annotation, and Call Number

Association for Education in Journalism (AEF).
JOURNALISM ABSTRACTS, a yearly publication by the AEF.
(Bef PN 4722 J69)

This yearly publication contains abstracts of theses published in the preceeding year in journalism and mass communication. It is arranged alphabetically in separate listings for doctoral dissertations and master's theses. A separate authors' index is provided for those seeking name sources. The subject index lists areas related to both these and other fields of communication. Students of organizational communication will find sources under these headings to be most supportive to their research: audience analysis, communication theory, communication analysis, community journalism, content analysis, education for journalism, international communication, industrial communication, media management, public relations, public opinion, radio and TV, and research methods.

Bell, Marion V. REFERENCE BOOKS. A brief guide, 7th ed., published by Enock Pratt Free Library, Baltimore, Maryland, 1970.
(unclassified)

This paperback provides the student with selected points and techniques which enable the rapid search for data among the more popular and useful reference materials. It covers those reference books considered general in scope such as encyclopedias, yearbooks, fact books, dictionaries, indexes, bibliographies, and government documents. Numerous special subject areas receive coverage such as the humanities, the pure and applied sciences, and the social sciences. All entries are annotated. This is a valuable research tool in that it offers shortcuts in literature research.

* Author Listing includes works identified by Editor or Publisher.

Author Listing: Reference Works (continued)

Blum, Eleanor. BASIC BOOKS IN THE MASS MEDIA. University of Illinois Press, Chicago, 1972.
(Ref Z 5635 B55)

This small book covers reference handbooks, yearbooks, dictionaries, manuals, indexes, reports, bibliographies, and other similar materials for reference. Its purpose is to function as a reference tool, to suggest literature for research, and to provide those interested with a selective buying list for references. Its contents encompass general communication, books and book publishing, films, magazines, newspapers, advertising, public relations, periodicals, dissertations, and newspaper indexes. It provides researchers with subject headings index and an author-title index for rapid search and selection.

Bureau of Information Service (BIS). BIBLIOGRAPHY OF RESEARCH RELATING TO COMMUNICATION OF SCIENTIFIC AND TECHNICAL INFORMATION. Graduate School, Rutgers-The State University, University Press, New Jersey, 1967.
(Ref Z 7405 C6 R8)

This text provides knowledge of numerous bibliographies relevant to oral communication, speech, organizational communication, interpersonal communication, international communication, etc. It includes abstracts, dissertations, and periodical abstracts. The authors also provide an excellent author and subject heading index.

Carter, Robert M. COMMUNICATION IN ORGANIZATION. Published by Gale Research Company, Book Tower, Michigan, 1972.
(Ref Z 5630 C37x)

This is an annotated bibliography and source book. It is part of the Management Information Guide Series. It indexes books, parts of books, and articles from periodicals. Its arrangement by subject heading will be most useful to the communication student: theories and systems of organizational communication, barriers to communication, vertical communication, horizontal communication, communication media, informal communication, evaluation of organizational effectiveness, and sourcebooks and articles. Additional supportive sections provide the student with addresses for periodicals referenced, addresses of book publishers, and author index, a title index, and a subject heading index.

Author Listing: Reference Works (continued)

Cheney, F. N. FUNDAMENTAL REFERENCE SOURCES. American Library Association (ALA), Chicago, Illinois, 1971. (Ref Z 1035.1 C5)

This makes a handy item for the student's library. It keeps him informed on library operations and contributes to rapid search and selection of source materials. This is an excellent text for the graduate student being introduced to research. It identifies selected sources of bibliographical, biographical, and statistical information helpful to the student of organizational communication. Explanations are short and simply worded.

Cook, Margaret G. THE NEW LIBRARY KEY. 2nd ed., published by H. W. Wulson Co., New York, 1963. (unclassified)

This paperback was prepared for those students lacking in experience of library research. The book defines basic library terminology, and clarifies library operations and services available to support student research. It is an easily read text, and provides simple instructions for the disoriented user of the library. Numerous discussions are offered on the library in general, the users of the library, researching papers in the library, what is a book and what is in it, areas for finding general data, the card catalogue, periodicals, indexes, general and special reference works, and the non-book material available within the library. Four appendixes concentrate on significant functions accomplished within the library. A new graduate student should add this book to his personal library.

Dreighton, L. C. THE ENCYCLOPEDIA OF EDUCATION. Volumes 1-10. The MacMillan Company and the Free Press, 1971. (Ref LB 15 E47)

While most of the articles in these volumes are relevant to organizational communication or its related sciences, the following areas of discussion may add to the background of the researcher interested in the communication field: listening, journalism, communication theory and models, communication networks, interpersonal relations, interpersonal communication, language, leadership, organizational performance, perception, psychology, sociology, speech and systems analysis. The work also provides an alphabetical

Author Listing: Reference Works (continued)

listing of the contributors, several of whom are experts in the communication disciplines. Provided also is a guide to the articles by general subject heading. The general index is quite thorough.

Farber, Evan I. CLASSIFIED LIST OF PERIODICALS FOR THE COLLEGE LIBRARY. 4th ed., Published by the F. W. Faxom Company, Massachusetts, 1957, (Ref PN 4728 F372)

This work provides rapid identification of selected journals and periodicals whose articles or purpose are supportive to many areas. Organizational communication is one of those areas receiving significant attention, along with its related sciences. Pertinent periodicals identified which would be valuable to the communication student are business, education, psychology and sociology. Most of the periodicals listed appear to contain a new book section as well as references and bibliographies.

Gale Research Company. NATIONAL DIRECTORY OF NEWSLETTERS AND REPORTING SERVICES. Michigan, 1966. (Ref PN 4701 N384)

This is simply a reference guide to a multitude of publications which appear quarterly or more frequently. Each selected journal deals with a narrow field, provides timely reports in that field, and is aimed at servicing readers interested in one particular topic. Several chapter subject headings indicate information which would be supportive to research into several areas of communication: business, education, humanities, public affairs, social sciences, religion, and training. Several indexes are provided to support the researcher: a title index, a publisher index, and a subject heading index. The guide covers national and international newsletters, information services, association bulletins, selected foreign newsletters, and training and educational services.

Author Listing: Reference Works (continued)

Galin, Saul and Spielberg, P. REFERENCE BOOKS: HOW TO SELECT AND USE THEM. Vintage Books of Random House, New York, 1969.
(Ref Z 1035.1 G3)

This reference covers over 200 basic reference works most frequently used in college and university libraries. The list emphasizes the humanities and the social sciences. Approximately twenty-five basic reference books in the physical sciences are included. Possibly this work would be more important to the undergraduate than the graduate student. Communication students should recognize its potential to locate sources relevant to organizational communication.

Hansen, Donald A. and Parsons, Hershel J. MASS COMMUNICATION, A RESEARCH BIBLIOGRAPHY. Glendessary Research Bibliographies, California, 1968.
(Ref Z 5630 H3)

The contents of this work are perhaps better for the journalism or mass communication student than the student of organizational communication. Its contents cover bibliographies and reference materials, media development and characteristics, social context of the media, content, media organization, roles and processes, audience and diffusion, effects and functions, abbreviations, and research and methods. An author index is included.

Katz, Bill and Gargal, B. MAGAZINES FOR LIBRARIANS. Published by R. R. Bowker Company, New York, 1969.
(Ref AP 1 K388k)

This work provides lists of magazines under a list of 84 subject headings. For each magazine it includes those libraries and schools which receive the magazine. Within the subject headings outlined are these topics relevant to research in organizational communication: journalism, personnel management, sociology, business and industry, and others. It also covers which magazines provide indexes and abstracts.

Author Listing: Reference Works (continued)

Katz, William A. INTRODUCTION TO REFERENCE WORK. Two Volumes. McGraw-Hill Book Company, New York, 1969. (Ref Z 1035.1 K3)

The new graduate student will find this set most educational concerning the functions, operations, and services of the library. Volume I identifies basic publications helpful to students. Separate chapters cover each phase of the library system with reference to types of publications, locations, and purposes. Volume II concerns itself with principles, practices, and operational methods employed by various librarians. Those areas dealing with location and mission of the card files, printed bibliographies, books in print, subject guides, classifications used within the library, etc, will be most helpful to the new research student. These texts are actually texts for graduate degrees in Library Science, but their uncomplicated discussions will aid the communication student immeasureably as he seeks sources to support organizational communication research.

Linton, Marigold. A SIMPLIFIED STYLE MANUAL. Prepared by Appleton-Century-Crofts, New York, 1972. (Ref PN 147 L46)

The purpose of this manual is to support student preparation of journal articles in psychology, social sciences, education and literature. It provides the researcher with a quick reference and access to the rules and format techniques in the publication of selected articles and reports. The remarks on bibliography and footnotes are expecially valuable to the new writer.

Mowlana, Hamid. INTERNATIONAL COMMUNICATION. Kendall-Hunt Publishing Company, Iowa, 1971. (Ref Z 5630 M598)

This is a selected bibliography. Its contents are valuable to research in the organizational communication and related areas. Noted here are a few selected subject headings most appropriate to such research: theoretical basis of communication systems, communication systems, international news communication, propoganda and public opinion, cross-cultural communication, communication development and the development process, communication and the space age, regulations and laws in international communication, and bibliographies.

Author Listing: Reference Works (continued)

Author and subject heading indexes are provided. A few chapters include sections on the above topics by geographical areas, particularly important to research on international communication topics.

Mulgrave, Dorothy I. and others. BIBLIOGRAPHY OF SPEECH AND ALLIED AREAS. Other authors are C. S. Marlor and E. E. Baker. The Chilton Co., New York, 1962. (Ref PN 4016 M843))

This is a selected bibliography covering 1950 through 1960, and covers doctoral dissertations and books related to speech and drama and allied areas. A few of the related areas are education, fine arts, history, journalism, literature, psychology and drama. Of special interest to the student of organizational communication are the other reference works from which this information was gathered: Dissertation Abstracts, Index to American Doctoral Dissertations, Doctoral Dissertations Accepted by American Universities, Microfilm Abstracts, Journal of Speech and Hearing Disorders, and Speech Monographs. Sub-topics of the above disciplines which are supportive to studies in organizational communication are basic sciences, speech fundamentals, oral interpretation, public address, radio and TV, and speech education and theatre.

Ohio University (OU) Press. ABSTRACTS OF THESES AND DISSERTATIONS. OU Press, Athens, Ohio, 1959,1960. (Ref AS 36 057)

Consists of abstracts of theses and dissertations prepared by graduate students and related to a variety of fields. Many abstracts pertain directly to the area of organizational communication and its related fields.

Palmer, Archin M. RESEARCH CENTERS DIRECTORY. 4th ed., Published (Ref AS 25 D5)

This publication is a guide to university and other related non-profit organizations that conduct research in business, education, social sciences, humanities, etc. The directory covers those research centers with on-going research projects

Author Listing: Reference Works (continued)

in the fields of human communication, human development, and sociology. The communication student should pay attention to the multidisciplinary programs that are listed in this directory as they are excellent leads to additional sources of information.

Rand Company. SELECTED RAND ABSTRACTS. Yearly published several times yearly in sequential volumes. Vol 1, 1963.
(Ref AS 36 R284)

These abstracts appear to cover a wide variety of fields. Quite a number were directly or indirectly significant to the research of organizational communication and its closely related fields. Each issue contains a subject index, an author index, and an alphabetical listing of the abstracts included.

Sills, D. L. INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES. Published by the MacMillan Company and The Free Press. An Annual.
(Ref H 40 A2 I5)

This work provides excellent general discussions on communication, organization, leadership, perception, persuasion, psychology, sociology, interaction, interests groups, information systems and information theory, innovation, motivation, scientific communication and general systems theory and systems analysis. Indexes provide for a directory of the contributors, an alphabetical list of the articles, classification of the articles, and a general index.

Silvery, H. M. MASTER'S THESES IN EDUCATION. A yearly publication which commenced in 1951. Published by Research Publications, Cedar Falls, Iowa.
(Ref A 5816 I6 M3)

Communication students will find that reviewing the authors and titles of these theses may produce several unexpected sources of material related to organizational communication. Keep in mind that each thesis listed which has relevance to communication also contains its own bibliography. In some cases the bibliographies of these theses may provide more

Author Listing: Reference Works (continued)

significant information toward one's research than the thesis itself.

Sutton, Robert Briggs. SPEECH INDEX. The Scarecrow Press, New York, 1966, 4th ed.
(Ref AI 3 S85)

This author has indexed approximately 256 world famous orations and speeches. The guide informs the reader of the speech and the type of presentation. Included along with the listing of the speeches are the call numbers of its library location. The index is alphabetically presented by author, by subject heading, and by title. This reference will aid researchers in organizational communication to locate historical and current day speeches containing supportive data to the development of communication as an instrument of organization.

Turabian, Kate L. A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS. 3rd ed., University of Chicago Press, Illinois, 1967.
(unclassified)

This book identifies suitable material in the form of style and format for the college paper, in either the scientific or nonscientific fields. The paperback provides excellent coverage on format, text, illustration, footnotes, bibliographies, public documents, scientific papers, appendixes, typing the paper, special punctuation rules, and offers numerous examples of each. While this work is not designed to aid a researcher in locating sources of information, it does provide very necessary information for the publication of one's research.

Thomas Skinner Directories. WILLING'S PRESS GUIDE. The 98th annual issue was published in 1972.
(Ref PN 4899 E5 W5)

This work provides a quick source to locate publications which might contain articles or editorials related to research in organizational communication. Its coverage is primarily of the British and related geographical areas. It is a comprehensive index and handbook of the press published in Great Britain, Ireland, and other British Commonwealth areas.

Author Listing: Reference Works (continued)

It offers an alphabetical listing of newspapers and periodicals. Selected foreign material is included.

Winchell, Constance Mabel. GUIDE TO REFERENCE BOOKS. 8th ed. Published by the American Library Association, Chicago, Illinois, 1967.
(unclassified)

This work is supplemented but not on a scheduled frequency. It is considered by most librarians as the most current bibliography of reference books due to its continuous supplements. The guide contains numerous sumations and critiques of major reference material. Its coverage is especially thorough in the areas of social science, the humanities, and bibliographies. These major divisions of information are included in each issue and each supplement: General Reference Works, the Humanities, The Social Sciences, History and Area Studies, and Pure and Applied Science. Those students performing research on organizational communication will normally seek materials under those sections dealing with general works, the social sciences, and the humanities.

The index provided will be most helpful to the student seeking a starting point in his research. The index is alphabetical and includes authors, subject headings, and some titles. I noted these items in the index relevant to studies in organizational communication: management information systems, business periodicals, business communication, behavioral sciences, psychological abstracts, public relations, organizational communication, information patterns, and others. Each subject heading leads to starting resources of information.

This reference work introduces the new graduate student to the many sources of material within the library. Do not forget its supplements, especially in searching for information on organizational communication and its related fields. Those areas are comparatively new fields of research, and the frequency of sources will be greater in the more current supplements.

Author Listing: Reference Works (continued)

Wynar, B. S. REFERENCE BOOKS IN PAPERBACK. Wynar is latest ed. Published by Libraries Unlimited, Inc., Colorado, 1972.
(Ref Z 1035.1 W95)

This publication provides a selective listing of approximately 675 reference books which have been printed in paperback. Each book identified is summarized in an annotation. The material presented is arranged by topic or discipline, with subject headings within each, and all entries are alphabetically listed. Each subject heading reflects all types of reference materials: bibliographies, dictionaries, etc. Although the entries do not relate directly to the research of organizational communication, the references provided cover the several disciplines which contribute to that area of study: business, education, ethnic minorities, history, journalism, language, psychology, sociology, and theatre and radio-TV. The publication provides excellent indexes to speed up research: an author-title index and a subject heading index. Every new graduate student should own a copy of this reference.

Wynar, B. S. INTRODUCTION TO BIBLIOGRAPHY AND REFERENCE WORKS. 4th ed. Published by Libraries Unlimited, Inc., New York, 1967.
(unclassified)

This book provides a guide to materials and sources within the university library. The book has a significant purpose: to introduce students early in their college work to the basic concepts and techniques of reference work and bibliography, It is a Library Science text aimed at the junior and senior in college as well as the graduate students. It reads easily, and quickly introduces the layman to basic library science activities.

The text covers reference works, bibliographies, indexes, yearbooks, encyclopedias, dictionaries, biographies, and government documents. Since organizational communication is not a separate discipline, the researcher must seek out those sciences making strong contributions to such a multidisciplinary science. This work provides excellent explanations and leads on the use of author indexes, subject indexes, bibliographies, periodicals, etc...those areas which must be searched for source material supportive to organizational communication. Key among those allied or supportive sciences are psychology, sociology, education, business, management, speech, and others.

Author Listing: Reference Works (continued)

Xerox Corporation. DISSERTATION ABSTRACTS INTERNATIONA. A Quarterly.
(Ref AS 30 M52)

This publication has two parts to each issue: Part A, The Humanities and Social Sciences, and Part B, The Sciences and Engineering. All dissertations abstracted and placed on microfilm since 1970 are included in this publication. It provides a key word index (subject headings). Also, an author index is provided.

Retrospective indexes are provided in the issues during the periods of 1938 and 1969, in Volume VIII, entitled Communication, Information, Business, Literature, and Fine Arts, 1970. Part A of each issue is more important to the student of organizational communication since that section contains information on these subject headings: information services, journalism, language, library science, mass communication, and speech.

PERIODICALS

TITLE LISTING: PERIODICALS

Title and Author or Editor or Publisher	Call Number
ACTA PSYCHOLOGICA (Van de Greer)	BF 1 A 12
ACTA SOCIOLOGICA (Abrahamsson)	CPF*
ACTA SYMBOLICA (Irwin)	CPF*
AJER - THE ALBERTA JOURNAL OF EDUCATIONAL RESEARCH (University of Alberta)	CPF*
AJR - AMERICAN JOURNAL OF SOCIOLOGY (Birdwell)	HM 1 A7
AV - COMMUNICATION REVIEW (AECT)	P 90 A85
ABSTRACTS IN ANTHROPOLOGY (Leecock)	GN 1 A15
ABSTRACTS IN CRIMINOLOGY AND PENOLOGY (Nagel)	HV 6001 E9
ABSTRACTS OF HOSPITAL MANAGEMENT STUDIES (Weeks)	RA 971 A2
ACADEMY OF MANAGEMENT JOURNAL (Scott)	HD 28 A 24
ADHERENT (Williams)	CPF*
ADMINISTRATION AND SOCIETY (Levine)	CPF*
ADMINISTRATIVE MANAGEMENT (Kleinschord)	HF 5500 A203
ADMINISTRATIVE SCIENCE QUARTERLY (Lodahl)	HD 28 A25
ADVANCED MANAGEMENT JOURNAL (SAM)	HD 28 S622
ADVERTISING QUARTERLY (Thomas)	HE 5801 L65
ADULT LEADERSHIP (Mitchell)	BF 637 L4 A3
AMERICAN BEHAVIORAL SCIENTIST (Sage)	H 1 A472
AMERICAN BUSINESS COMMUNICATION ASSOCIATION BULLETIN (ABCA)	CPF*
AMERICAN JOURNAL OF PSYCHOLOGY (Spielberger)	CPF*

*Current Periodical Files (library call number not assigned).

Title Listing (continued)

AMERICAN JOURNAL OF SOCIOLOGY (Anderson)	HM 1 A 7
AMERICAN PSYCHOLOGIST (Little)	BF 1 A55
AMERICAN SOCIOLOGIST REVIEW (ASA)	305 A517
ARBITRATIONAL JOURNAL (AAA)	380.126 A66
ARMY (AUSA)	U 1 893
BEHAVIORAL SCIENCE (Miller)	BF 1 A4 B38x
THE BOOKSELLER (Whitaker)	Z 2005 B72
BRITISH BOOK NEWS (Dickerson)	Z 1035 B838
BRITISH JOURNAL OF INDUSTRIAL RELATIONS (Roberts)	HD 6951 B7
THE BRITISH JOURNAL OF SOCIOLOGY (Stewart)	HM 1 B75
BUSINESS AND SOCIETY REVIEW (Cross)	HF 5001 B828
BUSINESS HORIZONS (Indiana)	658.05 B975
BUSINESS PERSPECTIVES (Barth)	HB 1 B88
CALIFORNIA MANAGEMENT REVIEW (Katz)	HD 28 C18
CANADIAN PUBLIC ADMINISTRATION (Verney, Smiley)	JL 1 C35
CENTRAL STATES SPEECH JOURNAL (CSSA)	808.51 C39
CHANGE (Bonham)	LB 2300 C4
COLLEGE AND UNIVERSITY (Mahan)	378.05 C69
COMMUNICATION RESEARCH (Kline, SCA)	CPF*
COMMUNICATION REVIEW (Sauls)	371.333 A91
COMMUNITY AND JUNIOR COLLEGE JOURNAL (Harper)	378.05 J95
COMPARATIVE LOCAL GOVERNMENT (IULA)	JS 44 I68
COMPUTER STUDIES IN THE HUMANITIES AND VERBAL BEHAVIOR (Horowitz)	CPF*
THE COUNSELING PSYCHOLOGIST (Whiteley)	CPF*

Title Listing (continued)

COUNSELOR EDUCATION AND SUPERVISION (Herr)	LB 1731 C68
DEMOGRAPHY (Nam)	HB 881 A1 D53
ER - EDUCATIONAL RECORD (Fair)	370.5 E24 48
EDUCATIONAL ADMINISTRATIVE ABSTRACTS (Cistone)	LB 2801 A21
EDUCATIONAL ADMINISTRATIVE QUARTERLY (Carver)	LB 2801 Q81
ENVIRONMENT AND BEHAVIOR (Winkel)	HM 206 E5
ETHICS (Wick)	BJ 1 I6
ETHNICITY (Greeley)	CPF*
ETHNOLOGY (Plotnicov)	GN 1 E86
GENERAL SYSTEMS BULLETIN (Schkade)	CPF*
HIGHER EDUCATION (Ross)	CPF*
HUMAN FACTORS (Snyder)	T 58 A2 H8
HUMAN ORGANIZATION (Wolcott)	GN 1 H83
HUMAN RELATIONS (Rapport)	305 H91
HUMAN RESOURCES MANAGEMENT (BIR)	HF 5544 A2 M3
INDUSTRIAL MANAGEMENT (Burns)	HD 28 I5
INDUSTRIAL MARKETING MANAGEMENT (Medford)	CPF*
INDUSTRIAL RELATIONS (Miles)	HD 6951 I5
INNOVATION (Wolff)	CPF*
INTERFACE (Simon)	CPF*
THE INTERNATIONAL EXECUTIVE (Fayerweather)	HF 1 I56
INTERNATIONAL ORGANIZATION (Koohane)	341.105 I61
INTERNATIONAL STUDIES OF MANAGEMENT AND ORGANIZATION (Boddeuyn)	CPF*
JOURNAL OF ADMINISTRATION OVERSEAS (British Government)	JS 40 J6

Title Listing (continued)

JOURNAL OF APPLIED BEHAVIORAL SCIENCE (National Institute)	H 1 J53
JOURNAL OF APPLIED COMMUNICATION RESEARCH (Hickson)	CPF*
JOURNAL OF APPLIED PSYCHOLOGY (AIR)	130.5 J861
JOURNAL OF APPLIED SOCIAL PSYCHOLOGY (APA)	CPF*
JOURNAL OF BUSINESS COMMUNICATIONS (ABCA)	HF 5718 J6
JOURNAL OF COMMUNICATION (ICA)	P 87 J6
JOURNAL OF INDUSTRIAL RELATIONS (Laffer)	CPF*
JOURNAL OF MANAGEMENT STUDIES (Lupton)	HD 28 J86
JOURNAL OF MARKETING (Cundeff)	658.05 J86
JOURNAL OF NURSING ADMINISTRATION (Watkins)	CPF*
JOURNAL OF SYSTEMS MANAGEMENT (ASM)	HD 28 S953
JOURNALISM QUARTERLY (AEF)	070.05 J86
MSU BUSINESS TOPICS (Anderson)	658.05 B975
MANAGEMENT ADVISOR (AICPA)	CPF*
MANAGEMENT DECISION (MCB)	CPF*
MANAGEMENT INTERNATIONAL REVIEW (Betriebswrlscaftlecher Dr.)	658.05 M266
MANAGEMENT REVIEW (AMA)	658.05 M36
MANAGEMENT SCIENCE (TIMS)	HD 28 I453
MANAGEMENT TODAY (Haymarket)	CPF*
MANAGEMENT WORLD (Bruno)	CPF*
MIDWEST REVIEW OF PUBLIC ADMINISTRATION (MRPA)	CPF*
MILITARY REVIEW (Chitty-CGSC)	U 24 M555
NASPA JOURNAL (Barr)	LB 2341 U28

Title Listing (continued)

THE OHIO SPEECH JOURNAL (SCAO)	PN 4071 O35
ORGANIZATION AND ADMINISTRATIVE SCIENCES (Aldrich)	CPF*
ORGANIZATIONAL BEHAVIOR AND HUMAN PERFORMANCE (Academic)	BF 636 A1 O7
PA - PLANNING AND ADMINISTRATION (Harloff)	CPF*
PACIFIC SOCIOLOGICAL REVIEW (Wending)	305 P11
PERSONNEL, THE MANAGEMENT OF PEOPLE AT WORK (Miller)	HF 5549 A2 P38
THE PERSONNEL ADMINISTRATOR (Toedman)	CPF*
THE PERSONNEL AND GUIDANCE JOURNAL (Goldman)	371.42 O15
PERSONNEL JOURNAL (Croft)	130.5 P46
PERSONNEL MANAGEMENT ABSTRACTS (BIR)	658.05 P46
PERSONNEL PRACTICE JOURNAL (AGRS)	BF 56 A1 P4
PERSONNEL PSYCHOLOGY (Hakel)	130.5 P463
PHILIPPINE JOURNAL OF PUBLIC ADMINISTRATION (Carino)	JA 26 P5
POLICY SCIENCES (Elsevier)	H 1 P7
PROFESSIONAL MANAGEMENT BULLETIN (AMS)	HD 31 A3
PUBLIC ADMINISTRATION (Johnson)	CPF*
PUBLIC ADMINISTRATION REVIEW (Waldo)	353.01 P97
PUBLIC RELATIONS JOURNAL (PRSA)	323.05 P976
PUBLIC RELATIONS QUARTERLY (PRQ)	HM 263 P766
PUBLISHERS WEEKLY (Bowker)	Z 1219 P98
QUARTERLY JOURNAL OF MANAGEMENT (Kent State)	CPF*
THE QUARTERLY JOURNAL OF SPEECH (SCA)	808.55 Q1
RESEARCH MANAGEMENT (IRO)	T 175.5 R4

Title Listing (continued)

RISK MANAGEMENT (Judd)	CPF*
RURAL SOCIOLOGY (Bealer)	630.5 R974
SEATO RECORD (SEATO)	DS 501 S7916
SIMULATION AND GAMES (Coleman)	H 62 S477
SLOAN MANAGEMENT REVIEW (IMBA)	HD 28 I14
SOCIOLOGICAL AND SOCIAL RESEARCH (USC)	305 S67
SOUTHERN SPEECH COMMUNICATION JOURNAL (SSCA)	808.51 S72
THE SPEECH TEACHER (SCA)	808.55 S747
STATE EDUCATION JOURNAL INDEX (Ratliff)	Ref L 11 S8
SUPERVISORY MANAGEMENT (AMACOM)	658.05 S95
SYSTEMS ENGINEERING (Aldelson)	CPF*
THEORY AND DECISION (Reidal)	H 61 T465
TODAY'S SPEECH (SAES)	808.55 T63
TRAINING AND DEVELOPMENT JOURNAL (Cook, ASTD)	HF 5549.5 T7 A62
TRANSACTIONAL ANALYSIS JOURNAL (Karpman)	CPF*
URBAN AFFAIRS QUARTERLY (Bouxsein)	HT 101 U67
WESTERN SPEECH (WSCA)	808.55 W52

EDITOR OR PUBLISHER LISTING: PERIODICALS
(Annotated)

ABCA (American Business Communication Association)
ABCA BULLETIN, published quarterly.
(* CPF)

This publication is affiliated with the Journal of Business Communication. While the Bulletin's objective was not readily identified in print, from the scope of the articles included it seems to be focused on a multitude of problems and study areas in the new fields of business communication, interpersonal communication, and organizational communication. Particularly worthy of note are the bibliographies which follow most articles. Frequently book reviews appear and numerous books are relevant to these areas of communication: informational flow, management, interorganizational communication, administration, etc. Many of the articles scanned appeared significant to graduate studies in the fields of communication.

ABCA. JOURNAL OF BUSINESS COMMUNICATION. Edited by George H. Douglas; published four times a year by the American Business Communication Association, University of Illinois.
(HF 5718 J6)

This journal specializes in articles on research results, theoretical or philosophical approaches to business communication, and techniques of wide applicability. Each publication offers book reviews and a notes section which addresses new concepts under investigation, projected reports, and other communication group activities. The articles noted covered a wide scope of interest within the definition of business communication and its many allied areas. Subject headings observed which are most relatable to organizational communication were conferences, effects of personality on perception, executive communication, international communication, managerial information systems, verbal and non-verbal channels, organizational differences, feedback operations and their problem areas, and personnel interactions.

*Current Periodical Files

Editor or Publisher Listing (continued)

Abrahamsson, Bereget, ed. ACTA SOCIOLOGICA, The Journal of the Scandinavian Sociological Association. Published quarterly by Munksgaard, Copenhagen, Denmark.
(CPF)

This magazine provides the communication researcher with an unusual and valuable information source in the areas of governance, organizational behavior, planning activities, values and attitudes, personal mobility, and education and training.

Academic Press. ORGANIZATIONAL BEHAVIOR AND HUMAN PERFORMANCE, a journal published bimonthly by the Academic Press, Inc. New York.
(BF 636 A1 Q7)

This journal deals with the fundamentals of research and theory in applied psychology. It offers excellent articles describing original and empirical research and theoretical developments in a variety of areas related to human performance and organizational communication and its allied areas. The articles are generally technical in nature; but they cover numerous topics easily related to organizational communication: motivation, organizational size and structure, decision-making behaviorisms, feedback, intragroup and intergroup interactions, analytics or organization, performance measurements, and reporting of performance information.

AECT (Association for Educational Communication and Technology). AV-COMMUNICATION REVIEW. Published quarterly by AECT; Robert Heinich, ed., Washington, D. C.
(P 90 A85)

Contains numerous articles covering such areas as teaching behavior and effectiveness, research studies on media, media effectiveness, stimuli as teaching supports, TV instruction, social learning from the electronic media, and technological assistance for cognitive development. In addition to these articles, each issue includes excellent book reviews, and a section reviewing the latest abstracts. Included also is a cumulative index. This periodical offers excellent resources for research into communication theory, learning theories, group discussion, feedback behavior, audio-visual aids, and communication research.

Editor or Publisher Listing (continued)

AEJ (Association for Education in Journalism), JQ-JOURNALISM QUARTERLY. Published by the AEJ at the School of Journalism, University of Minnesota. A quarterly journal.
(070.05 J86)

This publication devotes its output to the field of journalism and the field of mass communication. While aimed primarily at the journalists' environment, it frequently offers significant articles focused on organizational communication. Most of those articles are under the subject headings of national communication, interpersonal communication, community change, and feedback. Most issues contain book reviews as well as a list of the recent paperbacks on journalism and its related fields. Several issues were noted to have good bibliographies; infrequently these bibliographies were annotated.

Adelson, Marvin. SYSTEMS ENGINEERING. This journal is currently edited by Adelson. Published twice yearly by the Department of Systems Engineering, University of Lancaster, England.
(* CPF)

This journal may be too technical for the average communication student; however, many of the articles and diagrams pertain to organizational communication. Articles were noted on selected systems, systems and public policy, systems analysis, improvement of systems, and management science. The articles addressing group information flows were most relevant to me as a communication student. Book reviews were included in each issue.

AGRS, ed. PERSONNEL PRACTICE BULLETIN. Published quarterly by the Australian Government Publishing Service (AGRS), Canberra, Australia.
(BF 56 A1 P4)

This unusually well-written and documented periodical offers excellent source articles on numerous areas supportive to research in organizational communication. Significant among these areas are development of superiors, organizational size, administration of employee benefits, personnel management, human relations in industry and commerce, personnel evaluation, interviewing procedures and systems in organization, and employment systems. Excellent book

Editor or Publisher Listing (continued)

reviews are included in each issue. Periodically lists of personnel management and administration training programs are listed. If necessary, these various agencies offering the training and development programs could be contacted for additional research information.

AICPA (American Institute of Certified Public Accountants). MANAGEMENT ADVISOR. Published bimonthly by AICPA, New York.
(* CPF)

This new journal offers excellent articles on integrated information systems, the people factor in management, work measurement for supervisors, management oriented communication, and managerial policies and procedures. Annually the publishers provide an index which is arranged alphabetically by subject headings, by authors, and by titles. Many of the areas receiving attention have direct and indirect relationships to organizational communication.

AIR (American Institute for Research). JOURNAL OF APPLIED PSYCHOLOGY. Published by the AIR under the editorship of E. A. Fleishman for the American Psychology Association, Washington, D. C.
(130.5 J861)

This journal places attention upon selected new areas of investigation and knowledge related to psychology, except clinical psychology. Many of the areas addressed have significant relationships to the field of organizational communication: business, industry, government, police and correctional systems, health systems, defense systems, space, consumer affairs, and others. Each issue contains a section listing new manuscripts received for later publication.

Aldrich, Howard E., ed. ORGANIZATION AND ADMINISTRATIVE SCIENCES. Published quarterly by the Comparative Administration Research Institute, Graduate School of Business Administration, Kent State University, Ohio.
(CPF)

I believe this journal to one of the best sources discovered

Editor or Publisher Listing (continued)

to be supportive to research in organizational communication. It is an international publication directed toward research in organizational theory and intercultural comparative studies. Subject areas noted as being supportive to communication research are organizational theory, inter-organizational analysis, functions of the organization, information systems in organization, interorganizational behavior, cultural influence in organization, self-management and participative managment, conflict in organization, organizational change, effectiveness of organization, the organizational-environmental interface. Every fourth issue contains an index of the year's articles.

AMA (American Management Association), MANAGEMENT REVIEW. Published by the AMA monthly in Saranac, New York. (658.05 M36)

The majority of articles appearing in this publication focus on incorporating management theory into practice. The subject headings and titles noted indicate a very broad coverage of managerial topics. Selected subjects have strong communication inference and relationships: factors of organization, organizational information systems, intra-organizational communication, management in practice, the executive's performance, press and management, directions and guidance in management, international relationships, research management, behavioral management, defensive management, and people control.

AMACOM. SUPERVISORY MANAGEMENT. Published monthly by the AMACOM Division of the American Management Association, Inc., Saranac, New York. (658.05 S95)

This magazine addresses numerous aspects of management and the supervisory responsibilities inherent to management. Many articles appear closely related to organizational communication as noted by these few subject headings: managerial objectives, formal organization, personnel management, decision-making, man-machine systems, information patterns, cultural problems, dependable communication systems, management styles, change and innovation, and performance evaluation and reward.

Editor or Publisher Listing (continued)

AMS (Administrative Management Society). PROFESSIONAL MANAGEMENT BULLETIN. Published monthly by AMA, Willow Grove, Pennsylvania.
(HD 31 A3)

This bulletin provides excellent articles pertaining various areas of communication research. The articles under these subject headings were found to be most appropriate for communication study: coordination, motivation, persuasion, interaction between groups, ethics in management, organizational problem areas, informational networks, and communication with diverse groups.

Anderson, C. A. AMERICAN JOURNAL OF SOCIOLOGY. Edited by Anderson; published bimonthly with six issues a year by the University of Chicago Press, Illinois.
(305 A51)

This journal covers a variety of the sub-fields of sociological environment. While the periodical is primarily of a technical nature, the student researcher in communication will obtain excellent material sources from many of the articles and their reference lists. Generally an issue contains a Book Review section. Likewise, each issue offers a series of book abstracts in the same or related fields. The graduate student will find this journal valuable, while the undergraduate will visualize it as too technical.

Anderson, Dale A., ed. MSU BUSINESS TOPICS. Published quarterly by the Graduate School of Business Administration, Michigan State University, East Lansing, Michigan.
(658.05. B976)

This periodical provides numerous articles on a variety of topic areas pertaining to organizational communication. Significant among the topic headings observed were training and development for managers, organizational development, comparative analysis of multinational businesses, marketing operations, cross-cultural behavior, distribution systems, and managerial planning operations.

Editor or Publisher Listing (continued)

APA (American Psychological Association). JOURNAL OF APPLIED SOCIAL PSYCHOLOGY. Published four times annually by Scritor Publishing Corp. in Washington, D. C.
(* CPF)

The purpose of this new journal is the dissemination of findings from behavioral science research which have application to many of the current problems of society. Primary areas addressed are human behavior, human development, education, and political and industrial psychology. The psychology of management receives continuing emphasis in most issues. Take note of the excellent bibliographies with each of the articles. Nearly all entries reveal a close relationship to organizational communication.

ASA (American Sociological Society). AMERICAN SOCIOLOGICAL REVIEW. This is the official ASA journal, published bimonthly in Albany, New York.
(405 A517)

Many of the articles reviewed revealed a close relationship to organizational communication. A few of the more notable subject headings encountered were role differentiation, size and organization structure, innovation and the organization, social interaction, spheres of influence within the organization, problem areas in organization, small group communication, goal implementation, organizational behavior, and managerialism.

ASM (Association for Systems Management). JOURNAL OF SYSTEMS MANAGEMENT. Published bimonthly by ASM at the Penton Press, Inc., Ohio.
(HD 28 S953)

This periodical appears to be a forum for the presentation of ideas and concepts for the improvement of business and industrial management. The scope of subjects covered is broad and many have direct or indirect application to the field of organizational communication. A few of the subject headings noted directly related to all the elements of interpersonal communication are: information systems, people feedback, management and information systems and their relationships, managerial communication, human system interactions, and humanism in management.

Editor or Publisher Listing (continued)

AUSA (Association of the U. S. Army). ARMY. Published by AUSA as a monthly journal, Washington D. C. (U 1 893)

This professional journal is devoted to the advancement of the military arts and sciences. It tries to represent the interests of the United States Army. Few of the articles scanned appeared suitable for source material to support research; however, on occasion good resource material appeared under one of the following subject headings: interorganization communication, small unit interaction, motivation, organizational planning, international military operations, leadership communication, etc. Unless a student has specific areas of interest in communication in the military organization, this periodical will be too narrow in its scope of interest.

Barr, William, ed. NASPA JOURNAL. Published quarterly by the National Association of Student Personnel Administrators, Portland, Oregon. (LB 2341 U28)

This small journal provides the organizational communication researcher with specific and valuable source material in student administration and related fields. Key subjects noted as having emphasized relationships to communication are management effectiveness, new tools of management, personnel evaluations, career planning procedures, administrative planning, and research accomplished on administrative functions.

Barth, Williams R. BUSINESS PERSPECTIVES. Published quarterly under Barth's editorship by the Southern Illinois University Press, at Carbondale, Illinois. (HB 1 B88)

This magazine is dedicated to the dissemination of innovative facts and opinions in modern business and society. Repeatedly the magazine offers articles directly or indirectly related to such areas as perception, business organizations, innovative procedures, management information, systems, business and management training, industrial self-management, decision-making steps, and conference and group discussion activities. The periodical makes an interdisciplinary approach to management, and as such offers a wide range of supportive articles for the student concen-

Editor or Publisher Listing (continued)

trating upon organizational communication.

Bealer, Robert C., ed. RURAL SOCIOLOGY. Published quarterly by the Rural Sociology Society at Pennsylvania State University, University Park, Penna.
(630.5 R974)

This journal contains numerous articles and book reviews which may be contributive to organizational communication research. The most communicative related topic areas appeared to be social systems and goals, decision making, processes in regional development, community structures of organization, conceptual models, trade patterns, innovation, and diffusion of information.

Betriebswrlschaftlecher Dr. MANAGEMENT INTERNATIONAL REVIEW. Published by the German firm, Weisbaden, Federal Republic of Germany, six times annually, three languages in each issue.
(658.05 M266)

This German published periodical promotes comparative studies at the international level concerning the fields of management practice, managerial service and science, and management education. These subject areas appear to offer the most significant source material for studies in organizational communication: information science, management processes, human behavior in international organization, authority in a modern organization, functions and responsibilities within management, and communication as a factor of control.

BIR (Bureau of Industrial Relations). HUMAN RESOURCE MANAGEMENT. Published quarterly by the BIR, Graduate School of Business Administration, University of Michigan.
(HF 5544 A2 M3)

This magazine previously was published under the title of Management of Personnel Relations. It includes excellent articles under selective subject headings relevant to research in most any of the several communication areas: personnel administration, managerial training, human performance problems, the grievance channels, organizational

Editor or Publisher Listing (continued)

ethics, managerial oriented decisions, group interactions, and organizational behavior.

BIR (Bureau of Industrial Relations). PERSONAL MANAGEMENT ABSTRACTS. Published quarterly by BIR of the Graduate School of Business Administration, University of Michigan, Ann Arbor, Michigan.
(658.05 P46)

This periodical offers selected abstracts from over 150 business journals, periodicals, and books. Primary emphasis is personnel administration and industrial relations and their allied areas. The many subject headings identified offer a wide scope of coverage in the search for supportive material for organizational communication research. The more significant subject headings are noted hereon: organizational procedures, personnel functions, selection procedures, management functions and developments, change and innovations, motivation, decision-making, organizational behavior and the personnel manager, management styles, and creativity. Every issue includes an index of recent periodicals by author, the title, and subject heading.

Birdwell, Charles E., ed. AJS - AMERICAN JOURNAL OF SOCIOLOGY. Published bimonthly by the University of Chicago Press, Illinois.
(HM 1 A7)

Communication researchers will benefit by using this periodical as a possible source area. Numerous articles were observed addressing these areas: social networks and organization, institutional change, attainment processes, development of social behavior, labor relations, community intraaction and interaction, managerial efficiency, public relations in organizations, small group relationships, and urban institutions.

Boddewyn, J., ed. INTERNATIONAL STUDIES OF MANAGEMENT AND ORGANIZATION. Published quarterly by the International Arts and Science Press, Inc., White Plains, New York.
(CPF)

This is a journal of translations which appeared initially in international journals and books. In general, many of the

Editor or Publisher Listing (continued)

articles offer unusual coverage of certain aspects of organizational and managerial communication. Experts from numerous nations make contributions to this magazine. Coverages significant to the communication student might be counseling, consulting, management behavior, information patterns, personnel management, leadership and organizational behavior, and managerial training and development. Considerable information is offered on international and cross-cultural institutions.

Bonham, George W., ed. CHANGE, The Magazine of Higher Learning. Published monthly by Educational Change, Inc., New Rochelle, New York.
(LB 2300 C4)

Organizational communication researchers will be able to draw heavily on the fine articles provided in this periodical. Key subject areas are ethnic and cultural aspects in higher education, university developments and administration, academic enhancement, collective bargaining, changing values, innovative academic programs, student and faculty movements, and unionization activities.

Bouxsein, Peter. URBAN AFFAIRS QUARTERLY. A quarterly published by Sage Publications, Inc., Beverly Hills, California.
(HT 101 U67)

This periodical attempts to facilitate an exchange of ideas and beliefs between experts in basic or applied research and management development of policy and programs relative to urban affairs and related areas. A number of the articles concern organization at city, county, state and other levels which rely upon communication as a major tool for their operation. Communication students interested in any level of government organization will find this a useful source of material.

Bowker Company. PUBLISHERS WEEKLY. Published by R. R. Bowker Co. as a weekly issue aimed at supporting informational requirements of librarians and selected book dealers. Published in Ann Arbor, Michigan.
(Z 1219 P98)

Editor or Publisher Listing (continued)

Each issue covers selected interviews with a few literary personalities, a list of recently published books, a projected list of books for publication, a list of the current best-sellers, and several other informative sections. One section, the Weekly Record, lists all books of current American publishers along with their Library of Congress classifications. The issues also contain alphabetical listings of authors and titles. Bowker Company also provides a series of cumulative issues on its weekly publication.

Bruno, Jim, ed. MANAGEMENT WORLS. Published monthly by the Administrative Management Society, Willow Grove, Pennsylvania.
(CPF)

This new periodical provides a wealth of material for those conducting research in organizational communication. Specific topic areas appearing repeatedly and relating directly or indirectly to communication are supervisory communication, management systems, systems analysis, management of organizational conflict, organizational behavior, managerial assumptions, production systems, upward and downward communication, collective bargaining, motivation, staff supervision, and administrative mangement. A monthly list of recently published works in this and related areas is also provided the reader.

Burns, John E. INDUSTRIAL MANAGEMENT. Edited by J. E. Burns and others, published as a monthly journal by the Industrial Management Society, Illinois.
(HD 28 I5)

Its purpose is better management in industry. It provides an abundance of articles supportive to communication research in the areas of management, personnel administration and management, managerial objectives, communication in management, management science, and leadership patterns. Organizational communication problems are easily perceived during the study of many of these articles.

Carino, Ledivina V., ed. PHILIPPINE JOURNAL OF PUBLIC ADMINISTRATION. This is the journal of the College of Public Administration, University of the Philippines, Manila. It is published quarterly.
(JA 26 P5)

Editor or Publisher Listing (continued)

This publication provides unusually fine articles supportive to research in organizational communication and its several related areas. These communication related subject areas appear repeatedly in issues: indicators for developmental administration, concepts of performance evaluation, managerial and administrative efficiency, research methodology, training and development programs, crisis management, decision-making, public administration and public relations, and problem solving.

Carver, F. Don, ed. EDUCATIONAL ADMINISTRATION QUARTERLY. Sponsored by the University Council for Educational Administration; published by Ohio State University, Columbus, Ohio.
(LB 2801 Q81)

This new periodical could be the source of outstanding articles that address numerous aspects of organizational communication in the field of higher education. Specific topic areas observed in several issues pertained to organizational authority, control of administration, planning policy development and promulgation, college management problems, management by objectives, innovative teaching for educational administration, educational management systems. Most issues provide book reviews.

Chitty, John H., ed. MILITARY REVIEW. Published by the United States Army Command and Staff College, Fort Leavenworth, Kansas, as a monthly periodical.
(U24 M555)

This periodical provides the interested researcher of organizational communication with excellent material pertinent to the military environment. These article subjects were noted as being beneficial to organizational communication study: military systems, leadership and management, span of control, managerial responsibility, international communication and organization, the chain of command in military organization, and information systems. Each issue also provides a review of recently published books and articles addressing the military environment.

Editor or Publisher Listing (continued)

Coleman, James C. SIMULATION AND GAMES. Published by Coleman and Keith J. Edwards quarterly by Sages Publishing Company, California.
(* CPF)

The purpose of this journal is to provide a forum for theoretical and empirical papers related to man, man-machine interaction, and machine simulation systems. Each issue includes a book review section, discussions on new simulations, and a list of recent simulation reviews. Many of the articles concern management and communication and could provide excellent source material for researchers into communication.

Cistone, Peter J., ed. EDUCATIONAL ADMINISTRATION ABSTRACTS. Published three times annually by the University Council for Educational Administration in cooperation with the Ontario Institute for Studies in Education, Ontario, Canada.
(LB 2801 A21)

This journal appears to be among the most valuable source documents located in the Alden Library to support research into aspects of organizational communication. It focuses upon higher educational environments in general. Repeatedly, articles area addressing these subject headings of interest to the communicative researcher: administrative tasks in organizations, processes within the administration, organizational variables, societal factors influencing education, decision-making, collective bargaining, curriculum development process, and innovations for teaching and administration.

Cook, Michael H., ed. TRAINING AND DEVELOPMENT JOURNAL. Published monthly as the official magazine of the American Society for Training and Development, Madison, Wisconsin.
(HF 5549.5 T7 A62)

This journal provides many articles pertaining to organizational communication. Primary areas of interest in the periodical appeared to be responsibility of management for training and development, training programs, development plans for managers are supervisors, and employee reaction to organizational training and development programs.

Editor or Publisher Listing (continued)

Creative Printing. THE INTERNATIONAL EXECUTIVE. Published for the Foundation for Advancement of International Business Administration by Creative Printing, Hastings-on-Hudson, New York.
(HF 1 I56)

This is the official journal of a non-profit organization. It concerns the development and dissemination of knowledge and skills in management of international operations. Through this journal, the Foundation performs a reading service. It reviews and publishes findings for those interested in international business. This service covers over 200 periodicals in each issue. It reports all material basic to international operations in selected periodicals. Many of the articles reported on deal with the aspects of organizational communication or its related fields. Indexes are provided with each issue, arranged alphabetically by subject heading, then title, and author. Subject areas noted which closely relate to communication are general management, public relations, industrial management, transportation, economic relations, background studies, and objectives of management. The magazine also includes a periodical guide listing the names and addresses of those periodicals regularly reviewed for this magazine. An excellent bibliography is offered, and numerous items in it pertain to studies into communication.

Croft, Arther E. PERSONNEL JOURNAL. Published by the Personnel Journal Inc., as a monthly journal.
(130.5 P46)

This journal provides excellent articles with communication siginificance under such subject heading listings as leadership and personnel performance, management techniques, decision-making for managers, and organizational information patterns. Most issues include a recent book list with book reviews of selected books.

Cross, Theodore. BUSINESS AND SOCIETY REVIEW. A quarterly forum published by Warren, Gorhan and Lamont, Ind., Boston.
(* CPF)

This publication poses as a forum on the role of business in a free society. It concerns itself with all aspects of the social and economic business environment. Many of the

Editor or Publisher Listing (continued)

articles relate directly to communication subjects: top-level management, management planning, effective communication, organizational differences, performance measurements, security in business operations, information theory, intercultural aspects of business, public relations, and others. This will be an excellent source for the graduate student with a business background; however, the undergraduate student will discover the articles are deep and complex.

CSSA (Central States Speech Association). CENTRAL STATES SPEECH JOURNAL. Edited by James W. Gibson; published by CSSA at the Standard Printing Company, Missouri. (808.51 C39)

This journal contains articles under several subject headings compatible to research into organizational communication. Those headings are: argumentation and debate, communication theory, discussion and group processes, speech education and training, oral interpretation, and others. Annually a membership directory is provided; it includes the fields of skill of the authors. The directory appears to be an excellent research tool in that it provides the name and skill of many writers to the communication researcher.

Cundeff, Edward W., ed. JOURNAL OF MARKETING. Published quarterly by the American Marketing Association, Chicago, Illinois. (658.05 J86)

The importance of communication is emphasized significantly in the section entitled "Marketing Notes and Communication." Other sections of the periodical contain numerous communication related articles addressing such areas as decision-making, organizational determinants influencing marketing, the saleman's behavior, retail systems, product management, sales control, and the organizational control and flow of resources.

Dickerson, Gillian. BRITISH BOOK NEWS. Published by the British Council, London; edited by Dickerson. A monthly publication. (Z 1035 B838)

This small magazine reviews nearly 250 books in each monthly issue. It does so under a series of subject headings for

Editor or Publisher Listing (continued)

ease of access. The areas of psychology, social sciences, and business and management appeared to be significant supports for research in organizational communication. Each issue includes a separate section listing forthcoming books. A general index is also provided. While it is considered a possible source of information in a few restricted areas, it is a poor source for the average communication student to spend his time.

Elsevier Publishers. POLICY SCIENCES. Published as a quarterly by Elsevier Publishing Company.
(* CPF)

This international journal concerns policy, analysis, systems approaches, and decision-making processes and techniques as viewed within the multinational scene. The subject areas offered are wide in scope. These areas appeared to offer substantial information to the researcher in organizational communication: management strategy, institutional change, fragmentation management, systems approaches, policy-making, technology, management and priorities, political management, and decision analysis. Each journal includes a book list. Infrequently an international book list is offered along with an international index of authors and titles.

Fair, Clifford B., ed. ER - EDUCATIONAL RECORD. Published by the American Council on Education (ACE), Washington, D. C.
(370.5 E24 48)

This journal provides the organizational communication student with numerous articles pertinent to higher education organization, administration, and academics. Specific areas related closely to organizational communication are leadership, faculty consensus, roles of the senior administrators, educational policies, the role of the ombudsman, tenure problems, retirement programs, curriculum activities, and decline of resources.

Fayerweather, John, ed. THE INTERNATIONAL EXECUTIVE. Published three times yearly by the Foundation for the Advancement of International Business Administration, Inc., Hasting-on-Hudson, New York.
(HF 1 I56)

Editor or Publisher Listing (continued)

This periodical addresses the development of knowledge and skill in management of international organizations and operations. It offers itself as somewhat of a reader for those concerned with business management and organization at the international level. The journal covers recent books and publications, offers articles on current innovations and questions, and reports recent research activities. Periodically, very detailed reference guides are included in an issue. These guides cover such topics as general management, marketing, public relations, industrial relations, law and international law, finance and banking in the international environment, transportation and shipping, economic relations, and the influence of geographical and political location on the international organization and its operations. Unless a communication researcher is investigating some communicative aspect of the international scene, this periodical will provide only limited support to his investigations.

Goldman, Leo, ed. THE PERSONNEL AND GUIDANCE JOURNAL. Published monthly (except July and August) by the American Personnel and Guidance Association (APGA), Washington, D. C.
(371.42 015)

This is the official journal of the APGA. It directs its attention to the mutual interests of counselors and personnel workers as well as managers and department heads at all educational levels, in community agencies, and in government, business and industry. The significance of guidance and counseling to organizational communication certainly identifies this periodical as being very supportive to communication research.

Greeley, Andrew M., ed. ETHNICITY. Published quarterly by the Academic Press, Inc., New York.
(CPF)

This is an interdisciplinary journal for the study of ethnic relationships. It offers limited sources of information related to organizational communication in the areas of cross-cultural communication, subcultural influences, barriers to communication, minority groups and communication, and other sociological influences on communication.

Editor or Publisher Listing (continued)

Hakel, Milton D., ed. PERSONNEL PSYCHOLOGY, A Journal of Applied Research, Published quarterly by Personnel Psychology, Inc., College Station, Durham, North Carolina.
(130.5 P463)

This periodical contains articles reporting on the methods, results, and application of recent research into problem areas in personnel management problems in businesses, and industrial and government organizations. Included in each issue are surveys of current literature providing status of knowledge and research on selected phases of personnel psychology such as training, job and worker analysis, employee relations, employee morale, etc. Many of the articles and reports emphasize communication behavior.

Harloff, E. M., ed. PA - PLANNING AND ADMINISTRATION. An IFHP-IULA co-publication; published semiannually at The Hague, The Netherlands.
(CPF)

This magazine provides the researcher of organizational communication with a limited scope of articles covering characteristics or organizations, organizational studies, organizational models of local government, municipal administration, control and supervision in organization, the state role in metropolitan governance, departmental goals, and counseling and administration.

Harper, William A., ed. COMMUNITY AND JUNIOR COLLEGE JOURNAL. Published monthly by the American Association of Community and Junior Colleges, Washington, D. C.
(378.05 J95)

This small periodical provides the organizational communication researcher with numerous articles addressing college organizations, college management and administration, collective bargaining, departmental activities, administrative innovations, recruiting operations, coordination between community and college, communication and public relations, and decision-making.

Editor or Publisher Listing (continued)

Haymarket Publishers, Ltd. MANAGEMENT TODAY. Published by Haymarket Publications Ltd., for Management Publications, Yorkshire, England.
(* CPF)

This British publication covers the management field in general. A few subject headings appearing frequently and with communication study importance are innovation, conference interaction, ethics of management, informational systems, and changes for management.

Herr, Edwin L., ed. COUNSELOR EDUCATION AND SUPERVISION. Published quarterly by the American Personnel and Guidance Association, Washington, D. C.
(LB 1731 C68)

One major aspect of organizational communication is considered to be the counseling activities and program of an organization. This journal is primarily concerned with research, theory development, and program applications pertinent to counselor education and supervision.

Hickson, Mark, III, ed. JOURNAL OF APPLIED COMMUNICATION RESEARCH. Published semiannually by Mississippi State University, Mississippi.
(CPF)

This new, small journal provides outstanding articles focusing on applied communication research and research methodology addressing selective problem areas in the human communication environment. Particularly excellent articles were found addressing these topical areas: communication networks, group decision making, information diffusion, small organization interactions, organizational communication climate, interviewing, supervisory behavior, and communicative behavior in conflict situations. Each publication provides a small book review section as well as a list of communicative relative books pending publication. This periodical has promise of growing into something worthwhile to the organizational communication researcher.

Editor or Publisher Listing (continued)

HMSO Books. JOURNAL OF ADMINISTRATION OVERSEAS. Published by HMSO (Her Majesty's Stationery Office), for the Administrative and Social Affairs Department of the Foreign and Commonwealth Office, Overseas Department, London, England.
(JS 40 J6)

This journal focuses on providing a medium for the exchange and evaluation of information pertaining to administration at all levels of government. A book review section is provided with each issue, as well as a section book notes, reports, and other communications within the government systems. A researcher may find this reference offers unique information on international and multicultural organizations and their communication environments.

Horowitz, Floyd R. COMPUTER STUDIES IN THE HUMANITIES AND VERBAL BEHAVIOR. Editors are Horowita and S. Y. Sedow. Published quarterly by the University of Kansas (Departments of English and Computer Sciences).
(* CPF)

While this periodical is primarily a technical journal, it does offer non-technical articles on the aspects of management and communication and a few of the other areas closely related to organizational communication.

Humphreys, L. G. THE AMERICAN JOURNAL OF PSYCHOLOGY. Edited by Humphreys and others. Published quarterly by the University of Illinois Press.
(130.5 A51)

This publication covers articles of general interest in experimental psychology, many of which have significance to studies in organization communication and its related fields. Each issue includes a section listing recently published books closely related to sciences psychology influences.

ICA (International Communication Association). THE JOURNAL OF COMMUNICATION. Edited by Paul D. Holtzman; published by ICA.
(P87 J6)

This quarterly is published by ICA (The Allen Press, Inc.) in Lawrence, Kansas. It is a multi-disciplinary journal

Editor or Publisher Listing (continued)

covering research and theory in communication. It addresses all the processes of interaction leading to change in people, their institutions, their machines, and their societies. Each article has a reference list. Provided also is a section of recent book reviews and approaching publications.

IMRA (Industrial Management Review Association. SLOAN MANAGEMENT REVIEW. Published by the IMR Association, Massachusetts Institute of Technology, Massachusetts. (* CPF)

This magazine is a professional journal of the Alfred P. Sloan School of Management, MIT. Its goal is to exchange information between the academic business worlds. Articles noted covered a variety of subject headings relevant to organizational communication: management accounting, cross-cultural attitudes, management development, management models, time and management, personnel and organizational effectiveness, psychology of manager's motivation, and behavioralisms within the organization. Each issue includes a special section of book reviews for recent publications.

Indiana University. BUSINESS HORIZONS. Published by the Graduate School of Business, the University of Indiana.
(658.05 B975)

The communication researcher will be most interested in articles appearing under these subject headings: systems approach, good management, information networks, decision-making, woman managers, organizational strategy, man-machines systems and strategies, patterns of communication, and leadership and psychology.

IRI. RESEARCH MANAGEMENT. Published bimonthly by Industrial Research Institute, New York. Editor is E. R. Clausen.
(T 175.5 R4)

Publishes articles and reports from over 230 industrial companies who are members of the IRI. The purposes of the IRI are the promotion of efficient management techniques, the fostering of improved interaction between members of the IRI, increased information flow, better coordination, emphasizing the need for research in management, and the encouragement of higher management standards. Many articles

Editor or Publisher Listing (continued)

have direct relevancy to organizational communication, as noted by these few subject headings: staff control and management, the need for research and development in companies, the communication challenge in business and management, and management by objectives. Repeatedly there are articles dealing with international information.

Irwin, John V., ed. ACTA - SYMBOLICA. Published quarterly by the Department of Audiology and Speech Pathology, Memphis State University, Memphis, Tennessee. (CPF)

This is an interdisciplinary journal emphasizing the theory and research pertaining to symbolic processes, communicative disorders, and behavioral sciences. A significant lement of this periodical is the numerous and excellent diagrams supporting the articles. Each article has its own bibliography.

IULA. COMPARATIVE LOCAL GOVERNMENTS. Published two times yearly by the IULA (International Union of Local Authorities), The Hague, Netherlands. (JS 44 I68)

This is an international journal whose purpose is to study comparative local governments and report the findings. Many of the articles have organizational communication connotations and would be valuable references for communication students interested in aspects of international communication. A few significant subject headings appearing repeatedly in the journals are constitutional organization, decision-making systems, organizational participation, policy development, international policy from groups, information patterns, and international conferences and meetings for problem-solving. A small book review section is included in each issue.

Johnson, Nevil, ed. PUBLIC ADMINISTRATION. The journal of the Royal Institute of Public Administration. Published quarterly in London, England. (CPF)

British public administration is presented through a variety of articles pertaining to government, private organizations, and social administrations. Organizational communication

Editor or Publisher Listing (continued)

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Editor or Publisher Listing (continued)

researchers will find limited source support among such subject areas as staff policy, organizational functions, scientific management, personnel policy development, and dysfunctionality in administration.

Judd, Ron, ed. RISK MANAGEMENT. Published monthly by the Risk and Insurance Management Society, New York, New York.
(CPF)

This journal includes numerous articles pertaining to communicative behavior within organizations, risk management in higher education, hospital administration, systematic approach to noise level problems, risk management processes, management and malpractice environments, and the legislative process. The publication will offer only limited material support to the organizational communication researcher.

Karpman, Stephen B., ed. TRANSACTIONAL ANALYSIS JOURNAL. Published quarterly by the International Transactional Analysis Association, In., San Francisco, California.
(CPF)

While this very new journal has its primary focus on the broad fields of social psychiatry, its secondary function is enhancement of knowledge concerning social dynamics, group therapy, and personality theory based on transactional analysis. The organizational communication researcher will find this of only limited help unless his investigations center on social psychiatry and theories of psychology.

Katz, Robert N. CALIFORNIA MANAGEMENT REVIEW. Edited by Katz, and published by the Graduate School of Business Administration, University of California at Berkeley.
(HD 28 C18)

The purpose of this journal is to link the latest in creative thought concerning management and executive action, and to emphasize the enhancement of management improvement. A wide variety of subjects are covered in articles as shown by these examples: effective management, organizational goals and objectives, human factors in management, informational systems, creativity in management, behavioral management, planning, sociotechnical systems, cross-cultural areas of

Editor or Publisher Listing (continued)

management and communication, communication levels, and responsibilities within the modern organization.

Kay, David A. INTERNATIONAL ORGANIZATION. This quarterly is sponsored by the World Peace Foundation and published by the University Press, Madison, Wisconsin. (341.105 I61)

Communication students interested in international and cross-cultural aspects of organization will benefit by selected subject headings offered by this periodocal: attitudes in management, inter-cultural interactions, the international institute, and management at the international level.

Kent State Press. QUARTERLY JOURNAL OF MANAGEMENT DEVELOPMENT. Prepared by MLN Institute of Research and Business Administration, University of Allahabad, India, and The Comparative Administration and Research Institute, Kent State University, Ohio. (* CPF)

This magazine devotes its articles to problem areas of comparative management and management development. Articles are generally theoretical and empirical, and they address selected organizational theories and multinational comparative management studies. Each quarterly offers a list of book abstracts and a list of new books to be published in the immediate future. This journal permits the student of organizational communication to become familiar with the international aspect of management and communication's part in it.

Keohane, Robert O., ed. INTERNATIONAL ORGANIZATION. Sponsored by the World Peace Foundation; published by the University of Wisconsin Press, Madison, Wisconsin. (341.105 I61)

This periodical provides the organizational communication researcher with limited sources of supportive information in these areas: the international organization, effectiveness of management, administration, control and leadership, policy development, problems in organizational interdependence, and intercultural influences on organizations.

Editor or Publisher Listing (continued)

Kleinschord, Walter A. ADMINISTRATIVE MANAGEMENT. Published monthly by Geyer-McAllister Publications, Ind., New York, N. Y. Editor currently is Kleinschord. (651.3 032)

This small magazine focuses its attention upon business systems, equipment, and personnel. Most of the articles are indirectly related to organizational communication studies. Infrequently an article will address a specific communication aspect. Communication students should be aware of the existence of this journal, but will probably not refer to it as a common practice.

Kline, F. Gerald, ed. COMMUNICATION RESEARCH. Published as a quarterly for the Department of Journalism, University of Michigan, by Sage Publications, Beverly Hills, California. (*CPF)

Numerous approaches to research are provided in this periodical. The study of communicative processes at all levels is the primary focus of the journal. Specific emphasis is placed on the development and testing of communication models for analysis of communication situations.

Laffer, Kingsley. THE JOURNAL OF INDUSTRIAL RELATIONS. Edited by Laffer. Published three times yearly. Prepared by the School of Industrial Relations, University of Sydney, Australia, and published by the Industrial Relations Society of New South Wales, Australia. (* CPF)

Covers a variety of subject areas closely related to organizational communication such as organizational theory, structure and performance of organization, labor-management relations, stability and instability of patterns of information, personnel management, motivation and organization, and human relations in the organization. Each issue includes a section on reviews of recently published books in many related areas, and each article is followed by a bibliography.

Editor or Publisher Listing (continued)

Leacock, Eleanor, ed. ABSTRACTS IN ANTHROPOLIGY. A quarterly publication by Baywood Publishing Company, Farmingdale, New Jersey.
(GN 1 A15)

Contains abstracts of anthropological publications with emphasis on these fields: archaeology, cultural and physical anthropology, and linguistics. Provides the graduate student in communication fields with very detailed and clearly written abstracts in several areas supportive to communication research. Information supportive to these specific fields appears to be plentiful: linguistics, interpersonal communication, organizational communication, intercultural communication, symbolism and language, research methods, international communication, and communication theory. Provided also are separate author and subject indexes with each issue.

Levine, Charles, ed. ADMINISTRATION & SOCIETY. Formerly entitled Journal of Comparative Administration. Published quarterly by Sage Publications, California.
(CPF)

This is another interdisciplinary and comparative journal focused on public administration. Articles appear to emphasize these areas and generally reflect the significance of interpersonal and organizational communication in relation to administration.

Little, Kenneth B. ed. AMERICAN PSYCHOLOGIST. Published by the American Psychological Association as a monthly periodical, Washington, D. C.
(BF 1 A55)

This magazine provides empirical, theoretical, and practical articles on the broad aspects of psychology. Numerous theories, principles, and concepts having strong communicative significance are presented repeatedly. Students of communication research projects will find this periodical has limited benefit unless their area of study is closely related to specific aspects of psychology.

Editor or Publisher Listing (continued)

Lodahl, Thomas M. ASQ - ADMINISTRATIVE SCIENCE QUARTERLY. Edited by Lodahl and published by the Harvard Graduate School of Business and Public Administration School at Cornell University. (658.05 A23)

Each quarterly issue contains several articles supportive to research in the communication fields. Key subject headings appear to be organization, organizational behavior, management, administration, decision-making, and business relations. Each issue provides short but up-to-date book reviews as well as a list of recently published articles and books along with the authors, the titles, and the publishers.

Lupton, T., ed. JOURNAL OF MANAGEMENT STUDIES. Published three times annually by the Journals Department, Basil, Blackwell and Motte, Ltd., Oxford, England. (HD 28 J6)

In general the articles appearing in this periodical appear to be supportive to research in the organizational communication areas. In particular, these article subject areas were paid close attention to communications internally and externally to the organization: communication analysis, management information systems, participation-achievement-reward systems in organizations, managerial behavior, conflict in management, organizational planning, structure and control in organization, organizational effectiveness, and case studies.

Mahn, Robert E., ed. COLLEGE AND UNIVERSITY. Published quarterly by the American Association of Collegiate Registrars and Admission Officers, Ohio University, Athens, Ohio. (378.05 C69)

The periodical contains outstanding articles concerning the various functions and organizations found in the offices handling registration and admissions. In general, these articles are supportive to research for organizational communication. Key areas repeatedly discussed are information flow, person-to-person interactions, the importance of listening, interorganizational exchange of information, and the importance of the personal interview. Good book reviews are provided with each issue.

Editor or Publisher Listing (continued)

Manchester Business School. THE JOURNAL OF MANAGEMENT STUDIES. Published by the editorial board of the school. (HD 28 J6)

This journal addresses advancement of knowledge related to the practice of business management. Areas of interest important to the communication student are organization structure, management selection and development, control and delegation of responsibility, patterns of supervision, decision-making, communication theory, communication patterns, feedback in the organization, and systems theory.

MCB Group. MANAGEMENT DECISION. Published six times yearly by the MCB Group (Management Decision) Ltd., Yorkshire, England.
(*CPF)

This journal is also known as The European Review of Management Technology. Three of the six issues are in a journal form, and three are to present selected monographs to readers. Many of the subject headings appear supportive to research into the communication sector. Among the most significant subject areas noted were corporate planning, management science, decision-making, the executive operation, systems analysis, technological innovation, management attitudes, and social reaction and interaction within organizations. Each issue contains a book review section. MCB Group also publishes The European Journal of Marketing Empire Training and The International Journal of Physical Distribution.

Medford, R. Derek, ed. INDUSTRIAL MARKETING MANAGEMENT. Published six times yearly joingly by the European Association for Industrial Marketing Research (EVAF) and Elsevier Scientific Publishing Company, Amsterdam, The Netherlands.
(CPF)

Communication researchers will locate only a limited number of supportive articles in this periodical. Those subject headings more closely related to organizational communication are: information processing by the industrial buyers, marketing research, systems operations, decision-making by buyers, the decision process for new product selection, variables influencing the management of industrial markets, and flexibility of marketing management.

Editor or Publisher Listing (continued)

Miles, Raymond E., ed. INDUSTRIAL RELATIONS. Published three times annually by the Institute of Industrial Relations, University of California, Berkeley, California.
(HD 6951 I5)

This periodical offers articles and symposia on many aspects of the employment relationships. The journal's primary objective is coverage of current theories and research relating to economy and society. Researchers of organizational communication activities will discover supportive articles on the following areas: development of collective bargaining, worker participation, faculty and job tenure, upward behavior, managerial responsibility, manpower control, changing leadership in organization, and information paterns within the unions.

Miller, Ernest C., ed. PERSONNEL, THE MANAGEMENT OF PEOPLE AT WORK. Published bimonthly by AMACOM, a Division of the American Management Association, Saranac Lake, New York.
(HF 5549 A2 P38)

This periodical provides numerous articles concerning the management of people in organizations. Organizational communication researchers will find this a valuable source. Listed hereon are those subject areas found to be steep in the aspects of organizational and interpersonal communication: managerial behavior, job enrichment, counseling responsibilities of leadership, resource management systems, job evaluation and personnel development, organizational change, teamwork effectiveness, management by objectives, personnel planning, job rotation procedures, and transactional analysis in personnel operations.

Miller James C. BEHAVIORAL SCIENCE. A bimonthly journal published under editorship of Miller and others by the Institute of Management Services.
(130.5 B41)

Of interest to the student of organizational communication are those articles concerning theory of human behavior, interdisciplinary approaches to management understanding, general systems, organizational structure, cognitive conditioning and improvement, non-verbal behavior, and information flows within the organization. Bibliographies accompany each article.

Editor or Publisher Listing (continued)

MRPA. MIDWEST REVIEW OF PUBLIC ADMINISTRATION. Published semiannually by the Midwest Review of Public Administration, Inc., Missouri.
(* CPF)

This periodical is aimed at a better understanding of the theory and practice of public administration. Most articles deal with current problem areas in public administration and related fields. For the student investigating government aspects of communication, this journal offers excellent sources of information under these subject headings: bureaucratic procedures and systems, forums and conferences, state legislative functions and responsibilities, and information patterns.

Mitchell, Nicholas P., ed. ADULT LEADERSHIP. Published monthly except July and August by Adult Education Association of the United States of America, Columbia, South Carolina.
(BF 637 L4 A3)

Communication researchers will discover numerous supporting articles for study in these areas: small group interaction, organizational communication, research methods, communication in education, training and development, educational measurement, motivation, and cross-cultural communication.

Nagel, W. H. et al, eds. ABSTRACTS IN CRIMINOLOGY AND PENOLOGY. Prepared by the Criminologica Foundation in cooperation with the University of Lerden, The Ministry of Justice, and the National Bureau for Child Protection; published bi-monthly by Kleiwer, B. V., Deventer, The Netherlands.
(HV 6001 E9)

Graduate students conducting communication research will find this periodical an excellent source of information for these fields: biology, psychology, psychopathology, psychiatry, anthropology, penology, and research methods. Numerous abstracts on attitudes, deviation behavior, dissonance theory, prediction, prison society, and mass media. Provided also are separate indexes for subject areas and authors.

Editor or Publisher Listing (continued)

Nam, Charles B., ed. DEMOGRAPHY. Published quarterly by the Population Association of America (PAA). (HB 881 A1 D53)

This magazine offers researchers in organizational and cross-cultural communication unusual articles which directly or indirectly address communication within various social groups. Excellent analyses of the influence of certain variables on organizational communication repeatedly appear under these subject headings: sex, culture, migration, competition, and professional versus non-professional work opportunities. Also considered are the influences of geographical and social location of group interaction.

National Institute. JOURNAL OF APPLIED BEHAVIORAL SCIENCE. Published bimonthly by the National Institute for Applied Behavioral Science, associated with the National Education Agency, Washington, D. C. (H 1 J53)

This journal addresses the goals, processes, and the outcomes of planned changes and innovations, including persons, groups, organizations, and larger systems. Communication articles are not uncommon. An index is provided annually. It is arranged alphabetically by author, title, and subject heading. Numerous areas related to communication research appear in the annual indexes.

Plotnicov, Leonard, ed. ETHNOLOGY. Published quarterly by the Department of Anthropology, University of Pittsburg, Pennsylvania. (GN 1 E86)

This is an international journal on cultural anthropology. It has limited use for researchers of aspects of organizational communication. Several articles were observed in the areas of group interactions in multicultural environments.

PRQ, Inc. PRQ - PUBLIC RELATION QUARTERLY. Published quarterly by PRQ, Inc., New York. (* CPF)

This periodical covers the whole public relation field. Its focus is heavy upon management, with numerous articles addressing communication aspects of public relations.

Editor or Publisher Listing (continued)

PRSA. PUBLIC RELATIONS JOURNAL. Published monthly by the Public Relations Society of America, New York. (323.05 P976)

Most articles noted in this journal deal specifically with communication credibility, informational flow, managerial feedback, managerial behavior, decision-making, and managerial relationships.

Rapoport, Robert. HUMAN RELATIONS. Published by the Penum Press, London, as a bimonthly periodical. (305 H91)

This journal focuses on all the sciences of human relations and behavior. There are excellent articles on group change, innovation, patterns, decision-making, informational systems, cross-cultural problem areas, interpersonal communication, perception and change, and group processes. The good student of organizational communication will utilize this journal repeatedly. Annually a cumulative index is included, by author, by subject heading, and by title.

Ratliff, L. Stanley, ed. STATE EDUCATION JOURNAL INDEX. Published semiannually by the editor, Westminster, Colorado. (Ref L 11 S8)

This periodical is actually a reference work. It contains an index of 65 state educational journals. The index is alphabetical and contains author listings and subject listings. Communication researchers will find the magazine an excellent source of material. These subject headings appear to be appropriate for source publications supportive to organizational communication: administration, human behavior, organizational behavior, business operations, collective bargaining, communication decentralization, educational innovation, governance, guidance and couseling, human relations, leadership, mediation, motivation, organizational objectives, public relations, teacher evaluation, tenure, and team management.

Editor or Publisher Listing (continued)

Reidel, D. THEORY AND DECISION. Published five or six times yearly by D. Reidel Publishing Company, Holland. (* CPF)

This international journal concerns the philosophy and methodology of the social sciences. It concentrates on these mainpoints of interest to the social scientist as well as the student of organizational communication: applications of the methodology, discussion of empirical models in terms of formal structure and interdisciplinary communication, social systems, the social science tool, individual and group interactions.

Roberts, B. C., ed. BRITISH JOURNAL OF INDUSTRIAL RELATIONS. Published three times annually by the London School of Economics and Polotical Science, London, England. (HD 6951 B7)

Those students studying organizational communication will discover this periodical can provide excellent source articles supportive to research in such areas as innovation in industrial relations, attitudes of management and employees, collective bargaining, strike organization and control, and communication in negotiation activities. Also provided are lists of more recent books in the field, selective book reviews, cumulative indexes, article reviews, and notes on current research in the field and related areas.

Ross, Alec M., ed. HIGHER EDUCATION. Published quarterly by Elsevier Scientific Publishing Company, Amsterdam, The Netherlands. (CPF)

This is the international journal of higher education and educational planning. It provides limited sources of information supportive to research in organizational communication. Occasionally articles do address university governance, creativity and innovations in college instruction, faculty-administrator relationships, administration, the student-faculty relationship, and student interactions in relation to political issues.

Editor or Publisher Listing (continued)

SAES. TODAY'S SPEECH. Published quarterly by the Speech Association of the Eastern States. (808.55 T63)

Few of this journal's articles refer specifically to organizational communication; however, most of the articles address basic subjects in many areas related to it such as the individual and the small group interaction, communication and the law, persuasion, ethics in speech, protest and violence, modern rhetoric, and the dyad. Issues also include a section for book reviews.

Sage. AMERICAN BEHAVIORAL SCIENTIST. Published by Sage Publications, California, six times annually. (H 1 A472)

This is an excellent source for the student of communication interested in the behavioral sciences. The journal contains a New Studies section listing authors and titles of new articles concerning many aspects of the social and behavioral sciences. The graduate student will utilize this journal more than the undergraduate due to the technical approach to many of the articles.

Sage. COMPARATIVE GROUP STUDIES. Edited by William F. Hill. Published bimonthly by Sage Publications, California. (* CPF)

The journal primarily addresses social studies of groups. Each issue provides a broad coverage of social interactions. Infrequently, articles will deal specifically with communication. The subject headings of management, non-verbal communication, intergroup communication, information dissemination, and comparison of group communications appear to provide the best sources of supportive data. I felt this magazine was too complex for the average communication undergraduate.

SAM. ADVANCED MANAGEMENT JOURNAL. Published quarterly by the Society of Advanced Management, New York. (HD 28 S622)

This journal includes numerous artkcles which are supportive to research in organizational communication and its related fields. Subject headings most significant to that study would be motivation, organizational structures, information

Editor or Publisher Listing (continued)

flow, resources management, and managerial behavior. Quite a number of the articles project into the future and provide a student with a unique supporting source of information. Occasionally a book review section is included. Unless a communication student seeks sources on a specific management topic, he will not seek this book.

Sauls. AV-COMMUNICATION REVIEW. Published quarterly for the Association for Educational Communication and Technology by Sauls Lithograph Company, Inc., Washington, D. C.
(371.333 A91)

This journal provides a very wide scope of coverage of the communication field in each issue. Such topics as cognition, behavioral sciences, visual media, communication technology, communication procedure, personal communication, informational exchange, patterns of communication, and communication for management. Excellent book reviews are provided in each publication along with abstracts of recently completed communication research projects, and those in the related fields. Annually an index is published with the final quarter issue. Indexes are alphabetically arranged with separate sections by author, title, and subject headings.

SCA. THE QUARTERLY JOURNAL OF SPEECH. Published quarterly by the Speech Communication Association, New York.
(808.55 Q1)

The aim of this periodical is dissemination of innovative changes and approaches to speech communication theory and related areas. Most articles noted appeared to focus on the man-to-man relationship that is of interest to the student of organizational communication. More recent issues appear to devote more space to group interaction, small organization communication, interpersonal attraction, mass media, and cognitive processes for the manager. A limited bibliography appears with most articles. I found the footnotes to be very informative.

Editor or Publisher Listing (continued)

SCA. THE SPEECH TEACHER. Published by the Speech Communication Association four times a year, Standard Printing Company, Hannibal, Missouri.
(808.55 S747)

This periodical is designed to encourage support and further learning of speech communication at all levels of communication education and training. The articles included are generally theoretical and practical. They focus on learning the basics of speech communication and its related areas. Those subject areas most closely related to studies in organizational communication are interpersonal communication, role playing, response and feedback, communication apprehension, responsible communication, human interactions, persuasive communication, and small group discussions. Book and article reviews are included in each issue.

SCAO. THE OHIO SPEECH JOURNAL. Published by the Speech Communication Association of Ohio.
(PN 4071 Q35)

Most articles pertain to general speech communication with an occasional one addressing a specific aspect of organizational communication on a closely related area. Each article contains a bibliography or footnotes.

Schkade, Lawrence L., ed. GENERAL SYSTEMS BULLETIN. Published three times annually by the Society for General Systems Research, University of Texas at Arlington, Texas.
(CPF)

The Society for General Systems Research is an international organization for the development of theoretical systems. The periodical appears to be an outstanding reference for use by researchers in organizational communication. A wide range of topics pertinent to communication study is offered: networks, informational flow, levels of authority, models and simulations, feedback systems, communication environments, communication processes, social organizations, decision making, operations research, systems analysis, man-machine systems, group analysis, and governmental organizations.

Editor or Publisher Listing (continued)

Scott, W. G. ACADEMY OF MANAGEMENT JOURNAL. Edited by Scott and others; published by the University of Maryland, College Park, Maryland as a quarterly. (658.05 A16)

The journal reflects the primary areas of interest of the Academy of Management. Those subject headings most relevant to research into organizational communication are management theory, management research, the teaching and practice of management, behavior, leadership and psychology, cybernetics communication, organizations, and systems theory. It appears that every issue contains a section dealing with communication. Many of the leading experts in management and administration appear as contributors to this journal. These names would be worth remembering for further research related to communication: Ludwig von Bertalanffy, Warren B. Brown, Wilmar F. Bernthal, Arthur Blumberg, Larry L. Cummings, Keith Davis, Andre W. Delbecq, Jack W. Duncan, Billy E. Goetz, George W. England, Robert T. Golembienski, Herbert G. Hicks, Max S. Wortman, Dale Yoder, and others. Each issue contains author and title indexes.

SEATO. SEATO RECORD. Published by the Secretary-General of the South-East Asia Treaty Organization six times yearly, Bangkok, Thailand. (* CPF)

This is a joint nation military magazine dedicated to the dissemination and communication of information concerning the activities, decisions, and accomplishments of SEATO. Excellent sources of material are provided for the communication student who is interested in international and intercultural organizations. These subject headings appeared most relevant to such research: human factors, national and international planning, intercultural influences, motivation, and managing the developing nation. An international index is included in each issue covering SEATO reports, selected books, and papers.

Simon, Leonard S., ed. INTERFACE. Published quarterly by the Institute of Management Sciences (in cooperation with the Operationa Research Society of America), Providence, Rhode Island. (CPF)

This journal focuses its attention on the operational problems management science and operations research. Communication

Editor or Publisher Listing (continued)

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Editor or Publisher Listing (Continued)

researchers will discover a limited source of supportive articles in these general areas: management principles and operations, information systems, development of managerial ability, the organizational model, patterns of managerial behavior, administration, and performance evaluation and counseling.

Smiley, Donald V., ed. CANADIAN PUBLIC ADMINISTRATION

New editor of publication. Bibliography and annotation appear with Verney, past publisher.

Snyder, Harry L., ed. HUMAN FACTORS, The Journal of the Journal of the Human Factors Society. Published bimonthly by the John Hopkins Press, Baltimore, Maryland.
(T 58 A2 H8)

This journal appears to concentrate its articles on the human element in training, operations, organization, and engineering. In general, its articles attempt to enhance and diffuse knowledge of man-environment relationships. Included in each issue are literature reviews, research methologies and techniques, case histories, and definitive papers on procedure and methology. Organizational communication researchers will discover limited source material under these and similar subject headings: team organization, motivational factors, credibility development, and influence of human factors on information systems.

Spielberger, Charles D., ed. AMERICAN JOURNAL OF COMMUNITY PSYCHOLOGY. Published quarterly by Plenum Publishing Corporation, New York. Prepared by the Division of Community Psychology of the American Psychology Association.
(CPF)

This periodical provides excellent sources of information in relation to behavioral influences, training and development, organizational environments, categories of human and group behavior, motivation and satisfaction of personnel, and numerous other subject areas of supportive value to communication research.

Editor or Publisher Listing (continued)

SSCA. SOUTHERN SPEECH COMMUNICATION JOURNAL. Published quarterly for the Association (SSCA) by the University of Richmond, Virginia.
(* CPF)

This journal seems to focus primarily on speech communication. Most articles pertain to public debates, public address, group interaction, selected small group relationships, oral interpretation, speech pathology, dissent, argument and persuasion. A short book review section appears in each issue.

Stewart, Angus, ed. THE BRITISH JOURNAL OF SOCIOLOGY. Published quarterly by the Proprietors, Routledge & Kegan Paul, Ltd., London, England.
(HM 1 B75)

This communication student is provided excellent articles by selected British experts on sociology and related fields. Of significance to communication research are such areas as social theories, institutional change, departmental decision-making, cultural influences, symbolic interaction research, organizational information flows, and group operations and interrelationships. Included in each issue also are book reviews and notes pertaining to the latest research in the field of sociology.

Stone, Morris, ed. ARBITRATIONAL JOURNAL. Published quarterly by the American Arbitration Association, Inc., New York.
(380.126 A66)

The periodical provides articles on arbitration procedures and processes, factors influencing arbitration, communication between participants in arbitration, pre-arbitration interactions, explanations of the latest court rulings on arbitration aspects, etc. Organizational communication researchers will identify numerous articles as being significant sources of information related to information flow patterns within organizations, leadership responsibilities in arbitration, attitudinal development by organizational employees, importance of counseling, and the need for an open communication climate within the organization.

Editor or Publisher Listing (continued)

Thomas, Davis, ed. ADVERTISING QUARTERLY. Published quarterly by the Advertising Association at Alford House, London, England.
(HE 5801 L65)

This periodical provides the reader with a critical and professional review of advertising activities. In general the articles emphasize the importance of personal and organizational communication is such subject areas as two-way communication, communication traffic, education of communicators, agency control and management, information networks, and media capabilities. Unless students are specifically interested in communication in advertising activities this publication will be of only limited use.

TIMS. MANAGEMENT SCIENCE. Published for the Institute of Management Services by their press in Rhode Island.
(HD 28 I453)

This journal of the institute of Management Services offers a wide coverage of management-oriented articles and book reviews of which many were found to have significance for communication research. A few of the more important subject headings are management, information systems, organization models, human relations, general systems, analysis of organization, and management in selected underdeveloped countries.

Toedman, James C., ed. THE PERSONNEL ADMINISTRATOR. Published eight times annually by the American Society of Personnel Administration, Berea, Ohio.
(CPF)

This magazine concerns people at work. Its objective is to provide association members with articles on the most current developments and research studies in human resources management. Significant areas covered of interest to researchers in organizational communication are conference interaction, communication climate in organization, discrepancies in employment systems, motivation and productivity in organization, individual and organizational goals, employee communication, the multinational union, mobility and career development, and administrative training and development.

Editor or Publisher Listing (continued)

University of Alberta. ajer - THE ALBERTA JOURNAL OF EDUCATIONAL RESEARCH. Published quarterly by the Faculty of Education, University of Alberta, Canada. (CPF)

This periodical addresses the dissemination, criticism, interpretation, and encouragement of all forms of systematic inquiry into education and related fields. Communication students will find valuable articles covering such areas as attitudinal analysis, educational organization, communication and motivation, educational research, team-teacher operations, information patterns, perception, cultural differences, and effectiveness in teaching.

USC. SOCIOLOGY AND SOCIAL RESEARCH. Published as a quarterly by the University of Southern California at Los Angeles, California. (305 S67)

This periodical contains numerous articles on subject headings relevant to the study of communication within and among organizations. A few of the key topics are manager attitude, organizational boundaries, symbolism in organization and groups, interorganizational factors, discrimination, feedback, expectations, collective behavior, managerial policy, and information dissemination. Book reviews are included in each issue.

Van de Geer, John P., ed. ACTA PSYCHOLOGICA, The International Journal of Psychonomics. Published bimonthly by North-Hollan Publishing Company, The Netherlands. (BF 1 A12)

This journal devotes itself to psychonomics, a field of psychological research oriented towards quantitative models rather than verbal teories. Psychonomics implies more than just experimental investigation. It seems to overlap strongly into the disciplines of biophysics, physiology, neurology, systems analysis, and computer science. The periodical provides excellent source material for communicative research into organizational networks, systems and flow of information, biofeedback, paralinguistics, etc.

Editor or Publisher Listing (continued)

Verney, Couglas V. CANADIAN PUBLIC ADMINISTRATION. Published as a quarterly by the Institute of Public Administration, Canada. (JL 1 C35)

This journal concerns itself primarily with government organization and administration. The articles include such subject headings relevant to organization communication as economic perspectives, responsible government, interdepartmental communication, systems analysis, regional communication, managing the technological society, multifunctional organizations, innovations, and decision-making. Included in each issue are a book review and a list of books to be published in the future.

Waldo, Dwight, ed. PUBLIC ADMINISTRATION REVIEW. Published bi-monthly by the American Society of Public Administrators, Washington, D. C. (353.01 P97)

The aim of this journal appears to be to advance the science, the processes, and the art of public administration; to seek more thorough understanding among practitioners, teachers, researchers, and students of public administration; and to increase successful communication at all levels of organization. Communication related articles appear under numerous subject headings such as secrecy in administration, public personnel administration, planning and persoectives in administration, human resources management, and innovation in public administration.

Watkins, John M., ed. JOURNAL OF NURSING ADMINISTRATION. Published nine times annually by the Journal of Nursing Administration, Wakefield, Massachusetts. (CPF)

This very new journal offers excellent articles supportive to research in organizational communication. Significant topic areas noted were collective bargaining, group behavior in support of management, organizational procedures for nursing activities, program management, management by objectives, organizational change, leadership responsibilities and behavior, and interpersonal feedback.

Editor or Publisher Listing (continued)

Weeks, Lewis, ed. ABSTRACTS OF HOSPITAL MANAGEMENT STUDIES. Published quarterly by The Cooperative Information Center for Hospital Management Studies, The School of Public Health, University of Michigan, Ann Arbor, Michigan.
(RA 971 A2)

This periodical offers excellent sources information addressing the communication areas of information networks, organization, administration, management science, operations research, attitudes influencing communication behavior, and interorganizational communication for social and service organizations. Frequently the periodical includes very detailed indexes for subject matter, authors, and fields of speciality, as well as a list of the source journals researched for abstract information.

Wending, Aubrey, ed. PACIFIC SOCIOLOGICAL REVIEW. The official publication of the Pacific Sociological Association; published quarterly by the PSA, Sage Publications, Inc., Beverly Hills, California.
(305 P11)

Although geographically restricted in is scope and focus, this periodical offers unique articles on numerous topics supportive to research in organizational communication. A few of the more significant subject headings are motivational theories, social exchange in cultural relationships, organizational patterns, alienation and conflict within the organization, and leadership in multinational organizations. Each issue includes a list of Sage publications, many of which appear to be worthy source areas for researchers in the organizational communication field.

Whitaker. THE BOOKSELLER. Published weekly by the Whitaker Publishing Company for the editorial office of the magazine, London.
(Z 2005 B72)

This work provides useful critiques and abstracts, as well as selected reviews, of books published by British firms. Its function is to provide rapid identification of material such as publishers and the dates of the recently released books. Each issue contains a section of the best publications for the past week. It lists alphabetically the authors and titles of the books published during the past week. This

Editor or Publisher Listing (continued)

will be little use to the communication student; however, occasionally books appear under the headings of management, communication, and administration which support communication research.

Whiteley, John M., ed. THE COUNSELING PSYCHOLOGIST. Published quarterly by the Division of Counseling Psychology of the American Psychological Association, Washington University, St. Louis, Missouri. (CPF)

This publication offers excellent articles supportive to research into aspects of counseling in relation to interpersonal and organizational communication, managerial responsibilities, organizational public relation programs, and job evaluation and orientation.

Wick, Warner, ed. ETHICS. An international journal of social, political, and legal philosophy. Published by University of Chicago, Illinois. (BJ 1 I6)

This magazine gives its attention to studies of ideas and principles which form the significant bases for individual and social action. Articles cover such areas as ethical theory, social sciences, and jurisprudence concepts. Articles addressing patterns and levels of social organizations and behavior in the intercultural setting appear to offer the communication researcher supportive information.

Williams, James L., ed. ADHERENT. Published twice annually by Seattle's Opportunities Industrialization Center, Inc., Seattle, Washington. (CPF)

This journal focuses upon comprehensive employment training and manpower development with the purpose of providing the reader with current opinions, comments, reportings, interpretation, and communication. This is a rather unusual source of communicative information. It will have only limited use to those involved in communication research.

Editor or Publisher Listing (continued)

Winkel, Gary H., ed. ENVIRONMENT AND BEHAVIOR. Published quarterly by Sage Publications, Inc., Beverly Hills, California for the Environmental Psychology Program. (HM 206 E5)

This interdisciplinary periodical can contribute significantly to the research of the organizational communication student. Particular attention should be paid to those articles addressing the human environment, human behavioral systems, beliefs and values, meanings, attitudes, group behavior, information patterns, managerial hierarchies, and governance for various levels of society.

Wolcott, Harry, ed. HUMAN ORGANIZATION. The Journal of the Society of Applied Anthropology. Published quarterly by the Society for Applied Anthropology, Washington, D. C.
(GN 1 H 83)

This is another periodical offering only limited support to research in organizaitonal communication and its related aspects. On a very infrequent basis articles focusing upon these communicative apsects do appear: teaching experiences, organization for field operations, analysis of group policies, social and psychological factors in training and development programs, cross-cultural aspects in organizational behavior, and gate-keeping decisions in the service organization.

Wolff, Michael F. INNOVATION. Published monthly except July and December, by the Technology Communication Company, Inc., New York.
(* CPF)

This periodical focuses on the problems and the sciences in an environment influenced by the constant and rapid change and advancing technology. It provides some excellent sources for communication research into aspects of communication, business, and the social sciences. Numerous articles concern interaction, organizational change, goals in organization, feedback for managers, and others.

Editor or Publisher Listing (continued)

WSCA. WESTERN SPEECH. Prepared by the Western Speech Communication Associaiton and published by the University Free Press, Eugene, Oregon. (808.55 W52)

This journal focuses primarily on the total discipline of speech communication. Few articles deal specifically with organizational communication, but many of the articles cover topics supportive to research of that field. A few subjects are noted here: oral interpretation, credibility, attitudes, change, information patterns, factor analysis, group interaction, communication research, freedom of speech, communication ethics, persuasion, argument, compatibility for communication, and communication theory. Periodically a cumulative index is offered listing authors and titles in separate alphabetical sections.

BOOKS

TITLE LISTING: BOOKS

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AMA MANAGEMENT HANDBOOK (Moore)	HD 31 A185
ACROSS THE BOUNDARIES OF MANAGEMENT (Mathieson)	HM 131 M3375
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ACTION COUNSELING FOR BEHAVIOR CHANGE (Dustin & Rickey)	BF 637 C6 D8
ADMINISTRATIVE DECISION MAKING (Gore)	HD 38 G64
ADMINISTRATIVE LEADERSHIP IN THE COMMUNITY COLLEGE (Foresi)	LB 2328 F58
ADMINISTRATIVE STRATEGY (Hardurck)	HD 31 H32
ADMINISTRATIVE THEORIES AND POLITICS (Self)	JF 1351 S44
THE AMERICAN BUSINESS ENTERPRIZE (Poe)	HF 5343 P6
THE ANALYSIS OF ORGANIZATIONS (Litterer)	HD 31 L47
THE ANALYSIS OF SOCIAL CHANGE RECONSIDERED (Ponsioen)	HM 101 P64
ARGUMENTATION AND THE DECISION MAKING PROCESS (Rieke)	PN 4181 R48
ASSESSMENT OF ORGANIZATION EFFECTIVE-NESS (Ghorpade)	HM 131 G38
THE BASIC BARNARD: AN INTRODUCTION TO CHESTER I. BARNARD AND HIS THEORIES OF ORGANIZATION AND MANAGEMENT (Wolf)	HD 38 B247 W64
BASIC READINGS IN COMMUNICATION THEORY (Mortensen)	P 90 M64
BASIC READINGS IN INTERPERSONAL COMMUNICATION (Giffin)	HM 132 G52
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BEHAVIORAL DECISIONS IN ORGANIZATIONS (Elbing)	HD 69 D4 E38
BEYOND ACADEMIC DEPARTMENTS (Ikenberry)	LA 226 I38
BODY LANGUAGE (Fast)	BF 637 C45 F35
BUREAUCRACY AND INNOVATION (Thompson)	JF 1351 T53
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THE CHANGE AGENT (Grossman)	HD 38 G762
COMMUNICATION AND ORGANIZATIONAL BEHAVIOR (Haney)	BF 637 C45 H3
COMMUNICATION AND PUBLIC RELATIONS (Robinson)	HM 263 R54
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COMMUNICATION: THE STUDY OF HUMAN INTERACTION (Mortensen)	P 90 M65
COMMUNICATION AND ORGANIZATIONAL CONTROL (Hage)	HM 131 H228

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THE DYNAMICS OF ORGANIZATION (Collins)	HD 31 C613
EFFECTIVE PUBLIC RELATIONS (Cutlip)	HM 263 C78
EFFECTIVE SMALL GROUP COMMUNICATION (Bormann)	HM 258 B664

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ESSAYS ON COMPARATIVE INSTITUTIONS (Eisenstadt)	HM 131 E39
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GOVERNANCE FOR THE TWO-YEAR COLLEGE (Richardson, Blocker, & Bender)	LB 2328 R455
GROUP DYNAMICS: THE PSYCHOLOGY OF SMALL GROUP RELATIONS (Shaw)	HM 132 S5
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GROUPS: FACILITATING INDIVIDUAL GROWTH AND SOCIETAL CHANGE (Lifton)	HM 132 L54

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HANDBOOK OF ORGANIZATIONAL MEASUREMENT (Price)	HM 131 P728
THE HEALTHY MIND IN COMMUNION AND COMMUNICATION (Oliver)	BF 636 O4
HOW TO MAKE PEOPLE LISTEN TO YOU (Barbara)	BF 323 L5 B33
HUMAN BEHAVIOR (Berelson)	HM 51 B42
HUMAN BEHAVIOR - Shorter Edition, (Berelson)	HM 51 B42x
HUMAN BEHAVIOR AND INTERNATIONAL POLITICS (Singer)	HM 251 S623
HUMAN BEHAVIOR IN BUSINESS (Russell)	HM 251 R85
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HUMAN NATURE AND COLLECTIVE BEHAVIOR (Shibutani)	HM 24 H85
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HUMAN RELATIONS, FROM THEORY TO PRACTICE (Henderson)	HM 132 H46
HUMAN SOCIETIES (Lenski)	HM 51 L357
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INDUSTRIAL INTELLIGENCE AND ESPIONAGE (Smith)	HD 38 S62

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INTERNATIONAL COMMUNICATION AND THE NEW DIPLOMACY (Hoffman)	JX 1395 I57
INTERNATIONAL COMMUNITY: A REGIONAL AND GLOBAL STUDY (Cobb)	JX 1950 C62
INTERNATIONAL ORGANIZATION IN THE WESTERN HEMISPHERS (Gregg)	JX 1404 M34
INTERNATIONAL ORGANIZATIONS (Blaisdell)	JX 1977 B518
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PUBLIC DIPLOMACY AND THE BEHAVIORAL SCIENCES (Fisher)	JX1415 F57x
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READINGS IN SOCIOLOGY (Gibson)	HM 51 S353
REFERENCE GUIDE TO ADVANCED MANAGEMENT METHODS (Horton)	HD 31 H653
RENEWING ORGANIZATION: THE LABORATORY APPROACH TO PLANNED CHANGE (Golembiewski)	HD 38 G613
THE RESTLESS ORGANIZATION (Hunt)	HD 38 H85
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SILENT MESSAGES (Mehrabian)	BF 637 C45 M44
SITUATIONAL MANAGEMENT (Carlisle)	HD 38 C348
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SOCIAL BEHAVIOR: A FUNCTIONAL ANALYSIS (McGinnies)	HM 251 M265
SOCIAL ORGANIZATION AND BEHAVIOR (Simpson)	HM 51 S54
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SOCIOLOGICAL CONCEPTS AND CONCERNS (Jensen)	HM 51 J45
A SOCIOLOGICAL READER ON COMPLEX ORGANIZATIONS (Etzioni)	HM 131 E8
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SPEECH COMMUNICATION (Brooks)	PN 4121 B724
SPEECH COMMUNICATION BEHAVIOR (Barker)	BF 636 C45 S65
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STUDENT GUIDE TO SOCIOLOGY (Steglich)	HM 51 S897
THE STUDENT'S SOCIOLOGICAL HANDBOOK (Bart)	HM 68 B37
STUDIES IN BEHAVIOR IN ORGANIZATION (Bowers)	HD 38 R39
STUDIES IN MANAGERIAL PROCESS AND ORGANIZATIONAL BEHAVIOR (Turner)	HD 31 T87
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THE STUDY OF ORGANIZATIONS (Dunkerley)	HM 131 D85
SYMBOLOGY (Whitney)	P 91 V5
SYSTEMATIC CORPORATE PLANNING (Argenti)	HD 38 A6813
SYSTEM ANALYSIS FOR BUSINESS AND INDUSTRIAL PROBLEM-SOLVING (Optner)	HD 38 O68
SYSTEMS ANALYSIS IN PUBLIC POLICY (Hoos)	JK 421 H65
A TAXONOMY OF CONCEPTS IN COMMUNICATION (Blake & Haroldson)	P 90 .B52
TOMORROW'S ORGANIZATION: CHALLENGES AND STRATEGIES (Jun & Storm)	HD 38 J76
U. S. INTERNATIONAL BUSINESS AND GOVERNMENTS (Behrman)	HD 69 I7 B45
THE UNIVERSITY AS AN ORGANIZATION (Perkins)	LB 2341 P43

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UPDATING THE MANAGEMENT PROCESS (McConkey)	HD 31 M154
WHAT YOU SHOULD KNOW ABOUT THE FOUNDATIONS OF MANAGEMENT (Lindberg)	HD 31 L474
WORKING UNDER PRESSURE (Buck)	BF 481 B78
WORLD COMMUNICATION: THREAT OR PROMISE (Cherry)	HM 258 C5
THE WORLD SYSTEM, MODELS, NORMS, APPLICATIONS (Laszlo)	HM 101 S97
YOUR ROLE IN TASK FORCE MANAGEMENT (Quick)	HD 38 Q8

AUTHOR LISTING: BOOKS
(Annotated)

Allen, Frances R. SOCIO-CULTURAL DYNAMICS. MacMillan Co., New York, 1971.
(HM 107 A57)

This book deals primarily with social change. Its table of contents coutlines its coverage of fundamentals of change, approaches to the study of the change, innovation, resistance to innovation, diffusion, activism, and social change and disorganization. Oddly enough, the term communication rarely appears in the book, but the influences of communication are easily interpreted by the student of organizational communication.

Allen, Loius A. PROFESSIONAL MANAGEMENT: NEW CONCEPTS AND PROVEN PRACTICES. McGraw-Hill Book Company, (UK), Ltd., Berkshire, England, 1973.
(HD 31 A415)

Unfortunately the author pays only lip-service to the subject of communication in the organization. However, communication researchers will easily recognize the role of organization communication within the various discussions on operations, systems, structures, and characteristics of the modern organization. This text will provide only limited aid to the communication student.

Anderson, Walfred A. and Frederick B. Parker. SOCIETY, ITS ORGANIZATION AND OPERATION, D. van Nostrand Co., Inc., New Jersey, 1964.
(HM 65 A59)

This is simply a systematic and basic introduction to sociology. Several items listed in the contents appear supportive to research in organizational communication: communication patterns, structural patterns, human relationships, and the discussions on the operations and interaction of selected societies.

Author Listing (continued)

Applbaum, Ronald L. et al. FUNDAMENTAL CONCEPTS OF HUMAN COMMUNICATION. Other authors are Anatol, K. W. E., Hays, E. R., Jenson, O. O., Porter, R. E., and Mendel, J. E.; Cnafield Press, San Francisco, California, 1973.
(BF 637 C45 F86)

This is an introductory text for human communication. It provides those interested in organizational communication with the basic fundamentals of speech communication, interpersonal communication, intrapersonal communication, small group communication, intercultural communication, nonverbal communication, and communication variables. Also provided is a 14 page bibliography and four pages of different definitions of communication and the originators of the definitions.

Argenti, John. SYSTEMATIC CORPORATE PLANNING. A Halsted Press Book, John Wiley & Sons, Inc., New York, 1974.
(HD 38 A6813)

The author's approach to corporate planning and planning requirements provides the organizational communication student very meaningful and thorough material concerning the corporate environment. Unfortunately the term communication receives very limited use, and readers will have to make use of their imagination and interpretative powers to uncover the numerous areas significant to communication behavior and processes. Subject discussion contributing directly to organizational communication is found under planning techniques, corporate objectives, strategic structures, performance analysis and appraisal, managerial behavior, confidence enhancement, techniques for evaluation, education and development programs, and forecasting techniques.

Arrow, Kenneth J. THE LIMITS OF ORGANIZATION. W. W. Norton and Company, Inc., New York, 1974.
(HD 38 A69)

This book reproduces a few of the author's lectures on public policy analysis for the Fels Lecture Series in Canada. For a small book the author has included a vast amount and scope of material on organization characteristics and methods. These categories of information appeared to be quite relevant to organizational communication research: rationality in management, organizational activities, information patterns, an agenda for the organization, and authority and responsi-

Author Listing (continued)

bility in organization.

Athos, Anthony G. and Robert E. Coffey. BEHAVIOR IN ORGANIZATIONS: A Multidimensional View, Prentice-Hall, Inc., New Jersey, 1968.
(HD 31 A8)

These authors offer steps to discover and utilize information about organizations, and ways of practicing techniques necessary for effective management. Within these steps and techniques are communication environments for development and practice to support improvement of managerial processes. Significant areas of discussion pertaining to communication are awareness, small group interactions, coordination, frequency of communication, networks, symptoms, power of communication, and communication behavior.

Most important to the organizational communication student are the 31 cases for study which involve a variety of behavioral problems within the organization. Communication is a key element in the problem described within each of the real-life firms.

Barbara, Dominick A. HOW TO MAKE PEOPLE LISTEN TO YOU. Charles C. Thomas, Publisher, Illinois, 1971.
(BF 323 L5 B33)

While this author focuses upon the dyadic interaction, his remarks are easily interpretive to situations within organizational communication areas. See also the author's book entitled The Art of Listening (BF 321 B35).

Barker, Larry L. LISTENING BEHAVIOR, Prentice-Hall, Inc., New Jersey, 1971.
(BF 323 L5 B35)

Organizational communication students studying problem areas and operational improvements of organizations, structures, societies, small groups, and interpersonal interactions will see this publication as an excellent source of information. The discussion on variables influencing listening behavior, identification of listening problems, listening to bias communications, and listener feedback and response are exceptionally supportive to organizational communication studies. Note also that there is a nine page bibliography included.

Author Listing (continued)

Barker, Larry L. and Kibler, Robert J. SPEECH COMMUNICATION BEHAVIOR, Prentice-Hall, Inc., New Jersey, 1971. (BF 637 C45 S65)

Although this is a basic undergraduate reader and textbook, its contents have significance to the study of organizational communication. Over 37 articles by leading experts in the speech communication and related fields are included.

Barker, Roger G. and Phil Schoggen. QUALITIES OF COMMUNITY LIFE. Jossey-Bass Publishers, San Francisco, California, 1973. (HM 131 B32)

The student interested in organizational communication aspects of communities will gain by utilizing this reference. It focuses on the individual and the group's behavior, the town organization, authority in the community, action patterns, group and subgroup action, diases, and comparative analysis of towns. The communication aspects are easily interpreted.

Bart, Pauline and Linda Frankel. THE STUDENT'S SOCIOLOGICAL HANDBOOK, Schenkman Publishing Co., Inc., Massachusetts, 1971. (HM 68 B37)

This 226 page handbook is designed to support student research in sociology. Its format will be helpful to the communication student also as he seeks information in those aspects of sociology which contribute to the sciences of communication. Pay close attention to the two unusual appendixes: one identifies classifications of key words related to Sociology in the Dewey Decimal System; the other provides the same for the Library of Congress Classification System. Both appendixes are valuable research aids.

Basi, Raghbir S. ACTION ADMINISTRATION, Planning and Implementation, Asia Publishing House, New York, 1968. (HD 31 B36 943 1968b)

While this book concerns the process of organizational settings, it offers the communication student an approach to management studies in which the communication science is most significant. One chapter, entitled Communication Systems,

Author Listing (continued)

provides a very broad coverage of individual and organizational communication as well as a few related areas. Other chapters relate strongly to communication as the principal managerial tool.

Bass, Bernard M. LEADERSHIP, PSYCHOLOGY, AND ORGANIZATIONAL BEHAVIOR. Harper & Brothers, New York, 1960. (HM 141 B35)

The most significant part of this text is the very extensive bibliography, consisting of 1155 items. This bibliography provides the student of communication with a tremendous research potential relative to the general topic of the book. These subject headings include discussions supportive to organizational communication research: leadership theory, attractiveness and effectiveness, leadership and organization, ability to lead, coercive and persuasive leadership, and individual and situational relationships.

Beck, Arthur C. Jr. and Ellis D. Hillman. A PRACTICAL APPROACH TO ORGANIZATIONAL DEVELOPMENT THROUGH MBO-SELECTED READINGS. Addison-Vesley Publishing Company, Reading, Mass., 1972. (HD 31 B36994)

Management by objectives carries strong communication significance; therefore, researchers in organizational communication will find this an unusual and good reference source. Generally, the reader will have to interpret the communication relationships.

Behrman, Jack N. U.S. INTERNATIONAL BUSINESS AND GOVERNMENTS, McGraw-Hill Book Company, New York, 1971. (HD 69 I7 B45)

The author emphasizes the close relation between U.S. business in the international environment and the governments involved. He focuses on communication and its importance to both governments and international business. Significant aspects of communication and business addressed are channels of communication, discussion topics between the parties, and the need to form new partnerships with the increase of changes in business. Government change may also require new contracts and new relationship with major business enterprises involved with international trade and commerce.

Author Listing (continued)

Behrman, Jack N., J. J. Boddewyn, and Ashok Kapoon. INTERNATIONAL BUSINESS-GOVERNMENT COMMUNICATIONS. Lexington Books, D. C. Heath and Company, Lexington, Massachusetts, 1975.
(HD 69 I7 B416)

Our Department of State has found itself deeply involved in the role of the multinational organization and its influence on U. S. foreign policy. This book addresses the business-government communication at the international level. While the publication's material appears to have limited use for most of the communication students, it will be supportive for those graduate students interested in the multinational business organization and the various governments in which communication is required.

Berdie, Douglas R. and Anderson, John F. QUESTIONNAIRES: DESIGN AND USE. The Scarecrow Press, Inc., Metuchen, New Jersey, 1974.
(BF 39 B445)

The student of organizational communication will become acquainted with such managerial instrucments for information gathering as the survey, the study, the questionnaire, the communication audit, etc. The author provides a detail discussion of the development, testing, and administering of the questionnaire. Students conducting information collection and analysis will benefit through reading of this book.

Berelson, Bernard and Gary A. Steiner. HUMAN BEHAVIOR, Harcourt, Brace and World, Inc., New York, 1964.
(HM 51 B42)

This publication is a review of scientific findings about human behavior to date. Many of the subtopics have direct relationship to interpersonal and organizational communications; i.e., perception, learning, motivation, face-to-face interactions, organization, institutions, social levels, ethnic relations, mass communication, attitudes, culture and society. Within these discussions are repeated reference to audience attention, exposure to communication, communication effectiveness, interpretation, credibility, content, networks, and human systems. At the end of each chapter a suggested reading list is included. Communication students should review these listings. A bibliography of 32 pages

Author Listing (continued)

provides any researcher with a valuable assist to locate authors and titles of some of the best writings in sociology and the related areas in communication.

Berelson, Bernard and Gary A. Steiner. HUMAN BEHAVIOR - A Shorter Edition, Harcourt, Brace and World, Inc., New York, 1967.
(HM 51 B42)

As noted in the title, this is the smaller edition of the original publication with the same name. See the annotation for the other book. This is a condensation of selected parts of the first edition. This book contains a reduced size bibliography. While shorter in size and content this is still an excellent source of information for the communication student seeking the sociological relationships to that science.

Berrien, F. Kenneth. GENERAL AND SOCIAL SYSTEMS. Rutgers University Press, New Brunswick, New Jersey, 1972.
(HM 131 B464)

This short text offers excellent reviews of general systems theory and its relationship to social systems. It addresses specifically these areas of interest to the student or researcher of organizational communication: definitions, feedback, systems growth, components, structures, and conflict between general systems theory and social systems theory. The seventeen page bibliography will be a help to communication students.

Bethel, Lawrence L. et al. INDUSTRIAL ORGANIZATION AND MANAGEMENT. McGraw-Hill Book Company, New York, 1971.
(HD 31 B43)

The author provides a descriptive survey of industrial management and organization. Selected portions under these headings will be supportive to research in organizational communication: internal organizations, operations management, planning, personnel management, resources management, principles of industrial management, morale and motivation, marketing, and coordination. Sixteen pages of references will provide additional source areas of information.

Author Listing (continued)

Blaisdell, Donald C. INTERNATIONAL ORGANIZATIONS. Ronald Press Co., New York, 1966.
(JX 1977 B518)

This book deals with the various organizations of the nation-states of our world. The communication student will interpret the influences of organizational communication as the author discusses the many variables contributing to change in the international organizations. Note the 15 pages of bibliography by chapter, and the appendixes A through I. These appendixes provide the charters of the many international organizations discussed in the front of the book. The communication student will be quick to detect the influences of organizational communication in each of the charters and the manner in which each organization will operate.

Blake, Reed H. and Edwin O. Haroldsen. A TAXONOMY OF CONCEPTS IN COMMUNICATION. A Communication Arts Book, Hasting House, Publishers, New York, 1975.
(P 90 .B52)

This short book could be a supplementary text for undergraduates studying communication. It is designed to briefly discuss numerous communication activities and characteristics, and to provide cross-referencing to areas closely related to points of discussion.

Blau, Peter M. THE ORGANIZATION OF ACADEMIC WORK. A Wiley-Interscience Publication, John Wiley & Sons, New York, 1973.
(LB 2341 B54)

This text offers limited support to students of organizational communication in the subject headings of administrative structures, bureaucrateic and professional authority, and recruitment techniques.

Bonge, John W. and Bruce P. Coleman. CONCEPTS FOR CORPORATE STRATEGY: READINGS IN BUSINESS POLICY. The Macmillan Company, New York, 1972.
(HD 38 B6417)

The authors' objective was to provide a basic rationale and focus on corporate strategy, to provide key conceptual ideas

Author Listing (continued)

for policy formulation and implementation, and to outline current and emerging issues hwich have strategic implication. Areas covered which are pertinent to research in organizational communication are management behavior, strategy formulation, role and perspective of top management, situation assessment, strategy implementation, coordination and communication, and social and political environment and involvement. Each of the 48 chapters provides a thorough reference listing.

Borden, George A. and others. SPEECH BEHAVIOR AND HUMAN INTERACTION. Other authors are Richard B. Gregg and Theodore G. Grove; Prentice-Hall, Inc., New Jersey, 1969.
(HM 258 B66)

These experts direct their talents toward speech communication and its allied behavior and interactions. The book investigates human communication theory and processes. The table of contents identifies areas with specific relationships to organizational communication. Parts II and III address interpersonal communication and public administration. Be sure to note the long bibliography following each major section of the book.

Bormann, Ernest G. DISCUSSION AND GROUP METHODS. Harper & Row Publishers, New York, 1975.
(LC 6519 B6)

The author focuses upon theory and practice of group discussion. This text is a revision of his 1969 book. While it is not primarily designed for its organizationa communication coverage, students interested in organizational communication will find the author has provided an excellent review of many of the communication fundamentals of important to the manager and communicator. Sections of the book on ad hoc committees and task-oriented small groups could be helpful.

Author Listing (continued)

Bormann, Ernest G. and others. INTERPERSONAL COMMUNICATION IN THE MODERN ORGANIZATION. Bormann, E. G., Howell, William S., Nichols, Ralph G., and Shapiro, George L., Prentice-Hall, Inc., New Jersey, 1969. (Unclassified)

These authors emphasize the theme that all organizations perform their missions and maintain their cohesiveness through interpersonal communication. Their book has two parts: Part I, which addresses the system of organization as it processes information, and ths social context of interpersonal communication; Part II, investigates problems of communication from the viewpoint of the individual. While this may be a basic text in interpersonal communication, it must also be a valuable companion reference to books on organizational communications. The topics covered under both titles are mutually important to the other. Note also the annotated bibliography with this book.

Bormann, Ernest G. and Nancy C. Bormann. EFFECTIVE SMALL GROUP COMMUNICATION. Burgess Publishing Co., Minneapolis, 1972. (HM 258 B664)

This is a teacher's text addressing small group communication. It is particularly appropriate for the small organization, and as such could be a significant source of material for the communication researcher in management and organization. It outlines a basic teaching course for the introduction of new students in to the human communication theory. Several exercises for work groups are included.

Bosmajian, Haid A. THE RHETORIC OF NON-VERBAL COMMUNICATION. Svott, Foresman and Co., Illinois, 1971. (HM 258 B67)

This unusual work focuses on introducing the reader to the facets, implications, principles, and effects of non-verbal communication in its role in our society. The book addresses ritual, ceremony, symbols, demonstrations, and those others kinds of communication without words. The student of organizational communication should be aware of these types of communication and their influences and problem areas.

Author Listing (continued)

Bosticco, Mary. CREATIVE TECHNIQUES FOR MANAGEMENT. Published by Business Books, Limited, London, 1971. (HD 31 B565)

The author encourages utilization of a problem-solving technique for business and government: Systemized Directed Induction (SDI). SDI revolves about communication and related areas such as consultation, brain-storming, environment development, managerial analysis, creativity, lateral coordination and mutual exchange of information, organizational networks, and Synectics (that is problem solving through role-playing). This book contains a brief bibliography of current experts in management.

Bowers, John Waite. DESIGNING THE COMMUNICATION EXPERIMENT. Random House, (HM 258 B68)

The author treats the subject of scientific problems in communication. He acquaints the student with the simple development of selected scientific experiments in the field. The organizational communication student may find value here in the development and the conduct and reporting of his own experiments. The explanations offered outline the designing of the experiment, the application, and notes the notes to be followed on the ethics in such research.

Bowers, Raymond V. STUDIES ON BEHAVIOR IN ORGANIZATIONS. University of Georgia Press, Athens, Georgia, 1966. (HD 38 R39)

This book reports on a research conference on behavior in organizations conducted for the U.S. Air Force by the Office of Scientific Research. Thirteen papers are presented and I perceived that organizational communication was a significant aspect to most of them. This could be a good source of data for the communication student interested in major organizations and governmental organizations.

Author Listing (continued)

Brooks, William D. SPEECH COMMUNICATION, William C. Brown Co., Publisher, Iowa, 1971.
(PN 4121 B724)

The author provides a quick overview of speech communication. While he deals only slightly toward the end of the book with any specific aspects of organizational communication, his book offers quick access to many of the basic training points of speech communication, and many of these areas have a direct and significant relation or organizational communication.

Brown, J. Douglas. THE HUMAN NATURE OF ORGANIZATION. Amacom, a Division of American Management Associations, New York, 1973.
(HM 141 B843)

The author provides the reader with an excellent basis for the analysis of organizations. A communication researcher will find these subject areas pertinent to his interest in organizational communication: human nature of organizations, attributes of leaders in organization, leadership role and art, communication, response and responsibility, external influences on organizations, the individual and organizational goals, and leadership training and development.

Buck, Vernon E. WORKING UNDER PRESSURE. Staples Press, London, 1972.
(BF 481 B78)

Modern managers are involved with numerous variables which influence their organization's proficiency. Pressure is one of those variables, and a most significant one. The author sees it as a way of life in the modern organization. He defines it, notes the types of pressure, the sources of each type, the effects, and solutions. Pressure is certainly influenced by communications, and is also an influence of communications. Students of organizational communication will immediately recognize this fact and find this an absorbing information source for their studies.

Author Listing (continued)

Buckley, Walter. SOCIOLOGY AND MODERN SYSTEMS THEORY. Prentice-Hall, Inc., Illinois, 1967. (HM 51 B92)

The author has focused upon general systems theory and research, the socioculture system and communication theory. Subject headings of various sections of the book infer some relation to communication. Such areas as social systems, models of systems, organizational activities, interaction, organizational roles and institutions will benefit the student researching into organizational communication. A 10 page bibliography is included; it covers authors and titles of works.

Campbell, James H. and Helper, Hal W. DIMENSIONS IN COMMUNICATION: READINGS, Wadsworth Publishing Co., Inc., California, 1970. (P 37 C3)

These authors stress the premise that all communication is persuasive, and that the importance of that persuasion is dependent on the communication environment. The selected readings help the reader to alter an environment and improve the probabilities of receiving the desired feedback. Such permits increased predictions and expectation by the communicator. Few of these articles will directly benefit the student of organizational communication; however, the section on message systems has definite relevance to organizational infiartion patterns. A six page bibliography is also included.

Carlisle, Howard M. SITUATIONAL MANAGEMENT. AMACOM, A Division of American Associations, New York, 1973. (HD 38 C348)

The author has provided the reader with a continguency approach to leadership, and that leadership appears to depend strongly on the organizational climate. The author's new methodology is called situational analysis; and it covers these subject areas which will have value for the communicative researcher: situational nature of management, situational differences, the continguency model of management, situational methodology, decentralization, situational management and systems theory, task and technology, organizational structure and environmental factors, leadership styles and behavior, and the new direction of management theory.

Author Listing (continued)

Carlson, John G. H. and Michael J. Mischank. INTRODUCTION TO GAMING: MANAGEMENT DECISION SIMULATIONS. John Wiley & Sons, Inc., New York, 1972.
(HD 20.7 C3)

Students of organizational communication will consider this book a valuable research aid. It provides steps for introductory simulation and gaming courses, management decision making processes, and management laboratories. Communication appears to be a significant aspect of each game or simulation exercise.

Carroll, Stephen J. Jr. and Henry L. Tose, Jr. MANAGEMENT BY OBJECTIVES: APPLICATION AND RESEARCH.

(HD 31 C352)

This work is very supportive to selected areas of organizational communication research. Of particular interest to the communication student/researcher will be those discussions on questionnaires, implementation of management by objectives programs, goal setting for MBO, integrating MBO, other systems and techniques. The appendix on questionnaires provides a valuable aid to the researcher.

Cherry, Colin. WORLD COMMUNICATION: THREAT OF PROMISE, Wiley-Interscience, London, 1971.
(HM 258 C5)

World communication and selected aspects are the subjects of this work. The subject is explained in relation to its socio-technical environment. This is excellent source material for the communication student interested in the international area of human and technological developments in communication. Chapters 4 and 5 focus on topic areas of interest to the student in organizational communication: propaganda, growth of international organizations, world communication planning, communication in underdeveloped and developed countries, and satellite communication. A bibliography of 366 authors and titles is provided by the author.

Author Listing (continued)

Clark, Terry N. GABRIEL TARDE ON CUMMUNICATION AND SOCIAL INFLUENCE, The University of Chicago Press, Chicago, 1969.
(HM 51 T36)

This book is a collection of papers written by Gabriel Tarde. Chapter IX is focused specifically on communication and social influence, while the others allude to the importance of communication to changes in the social organizations and society. The communication student will find himself interpreting the contribution of communication to social change in most articles.

Cleland, David I., and William R. King. MANAGEMENT A SYSTEMS APPROACH. Published by McGraw-Hill Book Company, New York, 1972.
(HD 20.5 C54)

These writers offer a very thorough approach to effective modern management. While numerous sections address organizational communication no one chapter specialized upon the topic. Sections on Basic Concepts, Elements of Modern Management, and Execution emphasize interpersonal and organizational communication in round-about manners. The lead pages of this book contain an outstanding bibliographic list of authors and their works published by the McGraw-Hill Series on Management. Several of the books listed concern organizational and interpersonal communication as management tools.

Cobb, Roger W. and Charles Elder. INTERNATIONAL COMMUNITY: A REGIONAL AND GLOBAL STUDY, Holt, Rinehart, and Winston, Inc., New York 1970.
(JX 1950 C62)

These authors apparently recognize the importance of communication and communication theory to the international community. Communication is considered as a separate and independent variable and is defined in its relation to international politics. The student of organizational communication will easily visualize the importance of his area of study to intergovernmental relationships.

Author Listing (continued)

Collins, A. K. THE DYNAMICS OF ORGANIZATION. Sun Books, Melbourne, Australia, 1973.
(HD 31 C613)

This 128 page book offers the communication student and researcher the Australian perception of organizational interactions. Communication aspects receive a respectable coverage as do such related areas as decision making, performance and effectiveness, formal and informal structures, systems theory and analysis, roles and status, and managerial systems.

Cooper, W. W. and others. NEW PERSPECTIVES IN ORGANIZATION RESEARCH, ed. by Booper, H. J. Leavitt and M. W. Shelly, II. Published by John Wiley and Sons, Inc., New York, 1964.
(HD 31 C6425)

Provides a series of papers presented at the Conference on Research in Organizations held at Carnegie Institute of Technology and a Ford Foundation Seminar on the Social Science of Organization. Conferences were conducted by the Office of Naval Research. The chapters are divided into five categories as follows: state of the art in organization, behavioral science, interdisciplinary management science, and projected research in management science. None of the sub-categories in each chapter address communication specifically, but a majority cover managerial environments and processes involving communications. This book is basically a reader and contains 30 articles, along with a bibliography of 617 references.

Crane, Edgar. MARKETING COMMUNICATIONS, John Wiley & Sons, Inc., New York, 1972.
(HF 5415 C694)

This author addresses the use of communication to make people aware of products. It relates to the decision-making process between the buyer and the seller. I viewed this as an unusual extention of a firm's organizational communication. If I'm wrong with that theory, then at least organizational communication and marketing communication are mutually supportive. If either fails, the other is influenced. Note the 20 page bibliography included.

Author Listing (continued)

Cruickshank, Henry M. and Keith Davis. CASES IN MANAGEMENT. A 3d edition, published by Richard D. Ivins, Inc., 1962.
(HD 31 C76 1962)

This publication contains 90 selected cases in management in which 11 deal specifically with communication as an influence in the areas of business management, personnel management, and production management. Numerous cases concern innovation, public relations, organization and authority, networks, motivation, etc., all areas of interest to a communication researcher. This book contains a subject-heading index as well as an index by firm name for the cases.

Cutlip, Scott M. A PUBLIC RELATION'S BIBLIOGRAPHY. Compiled by Scott; University of Wisconsin Press, Madison, 1965.
(HM 263 C784)

This is a fine bibliography of over 2000 entries. Quite a few of subject headings have direct relevance to organizational communication: public relations theory and development, communication tools and media, relations with external publicos, areas of public relations practice, and professional public relations experts.

Cutlip, Scott M. and Allen H. Center. EFFECTIVE PUBLIC RELATIONS, Prentice-Hall, Inc., New Jersey, 1971.
(HM 263 C78)

The author stresses the tremendous growth of public relations as a management concept and as a function of the staff. Mutual support by various organizations through persuasion and public relations easily indicate the importance of organizational communication to the reader. These aspects of communication and organizational communication receive excellent discussions and emphasis in their relationship to public relations: barriers, disffusion, symbols, opinion change, and debasement. Each chapter includes a suggested reading list.

Author Listing (continued)

Dale, Ernest. MANAGEMENT: THEORY AND PRACTICE. McGraw-Hill Book Company, New York, 1973.
(HD 31 D17)

This author has written a very thorough review of the theories and applications of management. His thoughts on modern management and managerial functions are supportive to research in organizational communication; however, he avoids the use of the word communication. The reader's powers of interpretation will identify many sections of the book worthy of attention by the communication interested student or researcher.

Davidson, W. Phillips. INTERNATIONAL POLITICAL COMMUNICATIONS, published for the Council of Foreign Relations by Frederick A. Praeger, Publishers, N. Y., 1965.
(P 90 D3)

This author discusses ways in which the reader and the nation might utilize public communication more effectively to U. S. advantage in the foreign policy arena. The volume concerns organizational communication at the national and international levels. These aspects receive thorough discussion: information networks, barriers to communication, communication processing, effectiveness of communication, organizations, etc. Included also is a 46 page set of notes by chapter, and including the references of that chapter.

Davis, Stanley M. COMPARATIVE MANAGEMENT: ORGANIZATIONAL AND CULTURAL PERSPECTIVES, Prentice-Hall, Inc., N.J., 1971.
(HD 38 D37)

Whereas most appropriate publications concerning organizational behavior have been focusing a good deal of attention on the social sciences and the need for management training in the United States, this attention has been generally U.S. oriented. This book addresses many cultural environments in the field of management, permitting the student the chance to compare. Not one section has a specific mission of covering communication. However, the variety of cultural organizational situations offered covers the all important and ever-present influence of interpersonal communication.

Author Listing (continued)

DeMasi, Ronald J. AN INTRODUCTION TO BUSINESS SYSTEMS ANALYSIS, Addison-Wesley Publishing Co., 1969. (HD 20.5 D45)

This book focuses on the "field" analyst and the development of systems documentation for firms. However, those chapters on systems flowcharting and office layout diagramming offer unusual information for researcher in organizational communication. This is a general systems text.

Devito, Joseph A. COMMUNICATION: CONCEPTS AND PROCESSES, Prentice-Hall, Inc., N.J., 1971. (P 87 D44)

The author provides a collection of readings aimed at providing better understanding of communication and practice of the art. A student of organizational communication will find several of the subjects covered to be supportive of his research: communication processes, messages and channels and sources and receivers. A few readings have direct relationship to aspects of communication in the organization. Note also the annotated reading list offered by the author.

Drucker, Peter. DRUCKER ON MANAGEMENT. Published by the Management Publications, Ltd., for the British Institute of Management (BIM), London, England, 1971. (HD 31 D77)

This book appears to be a series of Drucker's articles from the magazine "Management Today." While most chapters (articles) concern managerial areas involving communication, chapter 7 entitled "What Communication Means" is definitely worth while for the researcher of communication in organizations.

DuBrin, Andrew J. FUNDAMENTALS OR ORGANIZATIONAL BEHAVIOR. Pergamon Press, Inc., New York, 1974. (HM 131 D82)

At first glance, I thought this was a communication text for an introductory course in fundamentals of communication. The author seems to emphasize communication so much that I felt the book could not be a management or organizational text. Specific communication areas emphasized are: organizational

Author Listing (continued)

behavior, decision making, managerial stress areas, politics in organization, small group behaviors, leadership styles, interpersonal communication, intergroup conflict, organizational climate, and management and change. Numerous supportive models and charts are provided, along with extensive bibliographies in each chapter.

Dunkerley, David. THE STUDY OF ORGANIZATIONS. Routledge and Kegan Paul, Boston, Massachusetts, 1972. (HM 131 D85)

In only 101 pages this author has provided a clear, concise introductory text on sociology. It draws the reader's attention to numerous theories and approaches used in the study of organizations. Students interested in organizational communication will find this book to be a fair source of information.

Dustin, Richard and Rickey, George. ACTION COUNSELING FOR BEHAVIOR CHANGE. Intext Educational Publishers, New York, 1973. (BF 637 C6 D8)

The author had two purposes: to help train counselors, and to provide guidelines for practicing counselors. Counseling is a continuous responsibility at all levels of management, so the student of organizational communication will find this text useful.

Eisenstadt, S. N. ESSAYS ON COMPARATIVE INSTITUTIONS. John Wiley and Sons, Inc., N.Y., 1965. (HM 131 E39)

This collection of essays offers the communication student a chance to analyze and compare the processes of communication and certain reference group behavior among selected institutions. The author provides excellent discussions and sources of information on institutions and their processes, bureaucraticization, and social integration of various group behaviors. Section V of the book concentrates on communication in the institution.

Author Listing (continued)

Elbing, Alvar O. BEHAVIORAL DECISIONS IN ORGANIZATIONS. Scott, Foresman and Company, Glenview, Illinois, 1970.
(HD 69 D4 E38)

This book is designed specifically for those interested in the decision making process for those organizational problems involving human factors. The text has two parts: the model of the decision process, and the collection of readings. The text focuses upon the manager of a system or a subsystem in a human organization and his "organizational decision making". The very obvious communication relationships presented by the author make this text an excellent source book for selected research topics.

Etzioni, Amitai. A SOCIOLOGICAL READER ON COMPLEX ORGANIZATIONS. Holt, Rinehart and Winston, Inc., N.J., 1969.
(HM 131 E8)

The communication student will wish that the author had included at least one chapter on communication, especially organizational communication. The readings offered cover the problems and changes in complex organizations and does it adequately enough to permit easy interpretation and perception of the significance of organizational communication in the larger and more complex organizations. General topics covered having communication relationships are theory of organization, goals, structure organization and society, cross-cultural situations, change, and methods of studying such complex organizations.

Fagen, Richard R. POLITICS AND COMMUNICATION. Little, Brown and Co., Boston, 1966.
(HM 258 F3)

This small book stresses the importance of communication as a tool to study comparative politics. The discussions cover these general areas of interest to the researcher in organizational communication: organization as channels, determinants of communication patterns, distribution and flows, communication and performance of a political system, and organization and control of communication.

Author Listing (continued)

making process, communication in the small group, and effectiveness in small group communication. Eight pages of bibliographic items are offered for research purposes.

Fisher, Glen H. PUBLIC DIPLOMACY AND THE BEHAVIORAL SCIENCES, Indiana University Press, Illinois, 1972. (JX 1417 F57x)

This author recognizes and addresses the influences of organizational communication at the international level. His book emphasizes the complexities of international communication as it transcends cultural boundaries. His chapters on "Differing Points of View Below the National Surface," and "How Preconception about Institutions Affects International Communication" could be strong supports to the organizational arena.

Fisk, George. MARKETING SYSTEMS - AN INTRODUCTORY ANALYSIS. Harper & Row, Publishers, New York, 1967. (HF 5415 F543)

For the student studying the uncommon aspects of organizational communication, this book offers an excellent orientation to the various systems and processes which make up the general system approach to marketing activities. Numerous chapters have direct relationships to organizational communication; i.e., organizational structure, organization of marketing channels, purposes of communication, feedback, problem-solving, communication risks, logistics of communication systems, innovation, framework for comparative marketing systems, and cultural diffusion of innovation.

Fleishman, Edwin A. and Hunt, James G., eds. CURRENT DEVELOPMENTS IN THE STUDY OF LEADERSHIP. Southern Illinois University Press, Carbondale, Illinois, 1974. (BF 637 L4 C8)

This book provides a summary of the proceedings of a symposium entitles "Current Developments in the Study of Leadership," held at Carbondale on the campus of Southern Illinois University. Since organizational communication students are interested in managerial and leadership communication, this text is considered quite supportive to research in that area. Note the eleven pages of references at the end of the book.

Author Listing (continued)

Foresi, Joseph Jr. ADMINISTRATIVE LEADERSHIP IN THE COMMUNITY COLLEGE. An Exposition-University Book, Exposition Press, Jericho, New York, 1974. (LB 2328 F58)

For only 106 pages in this text the author has condensed a lot about community college administration and leadership. For the organizational communication student interested in educational institutions and organization, this book will be an excellent source of information. These areas of discussion appear to be supportive to research in the areas of communication in the organization: community college organization, principles of organization, organizational patterns, administrative relationships, managerial behavior, leadership by function, decision-making, the governing board, faculty, and the citizen advisory committee.

Frank, H. Eric. ORGANIZATION STRUCTURING. McGraw-Hill, London, 1971. (HD 38 F685)

For a book whose title and topic would appear to be greatly influenced by organizational communication, the word communication as such is rather hard to find. This is a book of readings. The list of the noted contributors is worth much to any researcher in this or a related field, especially communication. The topics offered are arranged under six general subject areas: understanding structure, organization as a system, influences of objectives, the human element, the changing organization, and what works best. While communication will gain very important knowledge from the articles offered through his own perception of the influences and aspects of communication.

Galbraith, Jay. DESIGNING COMPLEX ORGANIZATIONS. Addison-Westley Publishing Company, Menlo Park, California, 1973. (HD 31 G26)

The author provides a brief coverage of organizational development, and the analytical framework of the design of several organizations, and their various decision making systems. Communication students will find these portions of the text to have limited value in the area of information flow, lateral relations, authority and responsibility, and the information processing model.

Author Listing (continued)

Gellerman, Saul W. MANAGEMENT BY MOTIVATION. American Management Association, New York, 1973. (HD 38 G44)

The author stresses the importance of the behavioral sciences to the modern manager. He identifies communication as a major influence and tool of the successful manager. The student of organizational communication will find these topic areas fruitful sources of material: motivational theory, personnel development, development of individual competency, performance factors, reward and punishment, organizational climate, organizational development, and communication behavior and attitudes.

Ghorpade, Jaisingh. ASSESSMENT OF ORGANIZATIONAL EFFECTIVENESS. Goodyear Publishing Co., Inc., Calif., 1971. (HM 131 G38)

In this unique book the author offers selected issues, his analysis, and for each of discussion, a suggested reading list for better understanding. Additionally, he includes a reference list at the end of the book. While he apparently does not use the word communication to any extent, thus making research by the student communicologost hard, the importance of organizational communication to organizational effectiveness is most apparent and easily interpreted. The bibliographies and reading lists alone make this a valuable research tool.

Gibson, Duane L. and William B. Brookover. READINGS IN SOCIOLOGY. Thomas Y. Crowell Co., New York, 1971. (HM 51 S353)

These authors have compiled an impressive group of articles which depict some of the dynamic sociological changes in the modern world. Several of the categories of articles lend themselves to research in the organizational communication field and related areas: environmental factors, sociology and society, the person and the group, types of organizational relationships, stratification and mobility, the community and ecology, social processes, and change. The book provides an excellent correlation table which relates selected subject headings to its chapter and page locations. The table provides a very rapid review of an information item as it is discussed progressively through the book.

Author Listing (continued)

Gibson, James L., John M. Ivancevich, and James H. Donnelly. ORGANIZATIONS STRUCTURES, PROCESSES, BEHAVIOR. Business Publications, Inc., Dallas, Texas, 1973. (HM 131 G39)

These authors prepared this book for the purpose of helping the reader to understand the theory, research, and applocations which provide the fiundation for the study of managing within the organization. The text concerns itself primarily and continuously with the aspects of organizational communication while seldomly mentioning the term. Each section of the text relates to communication processes in relation to the topic under discussion. Chapters specifically concerned with communication process, decision making, and organizational climate will be of definite interest to communication researchers.

Giffin, Kim and Bobby R. Patton. BASIC READINGS IN INTERPERSONAL COMMUNICATION. Harper & Row, Publishers, New York, 1971. (HM 132 G52)

The authors have assembled some outstanding articles, 33 in all, from experts in the speech communication and related fields. The subject areas discussed are clearly related to organizational communication: principles of interpersonal communication, the perception, context, communication barriers, and guidelines to effective interpersonal communication. The communication student should have a copy of this fine book. Its listing of the 33 experts in the field is significant data for the researcher. Everything in this book related, directly or indirectly, to organizational communication.

Giffin, Kim and Patton, B.R. PERSONAL COMMUNICATION IN HUMAN RELATIONS. Charles E. Merrill Publishing Company, Columbus, Ohio, 1974. (BF 637 C45 G53)

The authors dedicated their attention to human interaction as it pertains to organization and communication. Organizational communication students will find these subject areas worthy of study: developing relationships, the relationship paradigm, helping people improve their relationships with others, and confrontation in human relations training.

Author Listing (continued)

Golembieroski, Robert T. CASES IN PUBLIC MANAGEMENT. Rand McNally College Publishing Company, Chicago, Illinois, 1973. (JF 1351 G59)

Researchers interested in organizational communication will benefit by reference to this text. Many of the cases provided have communication-oriented problems involving organizational and interpersonal communication.

Golembiewski, Robert T. RENEWING ORGANIZATION: THE LABORATORY APPROACH TO PLANNED CHANGE. F. E. Peacock Publications, Inc., Ithaca, New York, 1972. (HD 38 G613)

Managers are the key to innovation within the modern organization. This author outlines the environment and stages of change within the organization and the managers part in the diffusion of innovation. Interpersonal and organizational communication climate is directly related to innovation. The book emphasizes the situation of individuals in change, feedback and its importance to change mechanisms, coordination patterns for interpersonal and intergroup relations, and developmental trends with communicative impact.

Gorden, Raymond L. INTERVIEWING: STRATEGY, TECHNIQUES, AND TACTICS. The Dorsey Press, Homewood, Illinois, 1969. (BF 637 I5 G6)

The author provides the reader with the proper procedures and techniques to gather valid and reliable information through interview. His discussions cover not only the interview, but also the questionnaire. Communication students interested in organizational patterns and communication processes will find this a profitable book to research. There is a 14 page bibliography at the end of the book.

Gore, William J. ADMINISTRATIVE DECISION-MAKING. John Wiley & Sons, Inc., New York, 1964. (HD 38 G64)

Communication is apparently assumed in this work since the word seldom appears as a specific area of discussion. How-

Author Listing (continued)

ever, the explanations on decision-making and the decision-making processes, as well as the excellent models presented, lend themselves to research in several areas of communication.

Graham, William K. and Karlene H. Roberts. COMPARATIVE STUDIES IN ORGANIZATIONAL BEHAVIOR. Holt, Rinehart and Winston, Inc., New York, 1972.
(HD 38 G69)

This book focuses upon three areas of organizational behavior: intraorganizational studies that compare levels or functional studies that compare levels or functional units within an organization; interorganizational research in which several organizations are compared; and the influences of culture and environment on organizational behavior. The articles offered were taken from journals on anthropology, business, education, psychology, political science, and sociology. Communication students should note these disciplines contributing to the science of organizational communication. Communication's influences become very apparent in many of these articles.

Greene, Richard M., Jr. (ed) BUSINESS INTELLIGENCE AND ESPIONAGE. Dow-Jones-Irwin, Inc., Illinois, 1966.
(HD 38 G72)

Oddly enough the term communication has only infrequent appearances in this collection of articles by 15 experts in the field of management and business. The sources of the best business intelligence become quickly obvious to the researcher: they are the multitude of communication mediums employed within the business organization and its operations. Students of organizational communication will do well to note the "hazards and leakage" of information in their studies into organizational communication.

Gregg, Robert W. (ed) INTERNATIONAL ORGANIZATION IN THE WESTERN HEMISPHERE. Contributors are John C. Drier, Gordon Cornell-Smith, Miguel S. Wionezek, and Michael F. O'Leary; the Syracuse University Press, New York, 1968.
(JX 1404 M34)

This book attempts to open the door to better understanding

Author Listing (continued)

of the complexities of the inter-American system with its unusual relationships among nations and groups of nations and their international organizations. International organizational communication is obviously a most significant tool in the organizations and their operations; unfortunately, the author never sees fit to discuss the topic separately. A communication student will have little trouble perceiving the influence of organizational communication at these international levels.

Grossman, Lee. THE CHANGE AGENT. (AMACOM) A Division of American Management Associations, New York, 1974. (HD 38 G762)

Reading this text leaves little doubt in one's mind of the importance of communicaiton to the manager and the organization. Students of organizational communication will find these discussion areas of value to their studies: the case of the change agent, how to be a change agent, changing the organization, working with people in change, and selling change to the organization.

Grub, Phillip D. and Norma M. Loeser. EXECUTIVE LEADERSHIP. Published by MDI Publication, Division of Information, Inc., Wayne, Pennsylvania, 1969. (HD 31 G765)

This book focuses on the art of successfully managing resources required by executive leadership. Several chapters pertain specifically to major problems in the executive environment; planning, controlling, organizing, decision-making, communication, managerial selection, motivation, performance and appraisal. Nearly all chapters involve organizational communication relationships. Chapter 6 - Top Level Discussions and Communication - contains excellent articles directly related to interpersonal communications. Chapter 13 - Management of International Operations - is also important to the communication researcher.

Author Listing (continued)

Gutenberg, Arthur W. and Eugene Richman. DYNAMICS OF MANAGEMENT. International Textbook Co., Scranton, Pennsylvania, 1968.
(HD 31 G85)

This book addresses the formal and informal organizational structures and the managerial functions within each. Several chapters focus upon specific communication relationships while Chapter 9 - Communication - offers a broad view of organizational communication: communicative processes, message transmission, management communication concepts, external and informal communication influences, symbols and communication, non-human communication systems, communication in the task-oriented organization, communication modes, and feedback controls. Other chapters stress such areas as organizational patterns, behavior, decision-making procedures, etc. and other areas suitable for research in organizational communication.

Hage, Jerald. COMMUNICATION AND ORGANIZATION CONTROL. A Wiley-Interscience Publication, John Wiley and Sons, New York, 1974.
(HM 131 H228)

The author has combined some key elements of organization as areas to consider in developing the decision and problem solving processes: communication, control, and cybernetics. His writing is heavily weighted in its communication relationships. Any researcher should pay attention to the bibliography of over 130 reference items; many address communication aspects.

Hall, D. M. THE MANAGEMENT OF HUMAN SYSTEMS. Association for Systems Management, Cleveland, Ohio, 1971.
(HM 131 H235)

This is a handbook. It focuses upon the fact that people have problems, and that they join together to solve or reduce those problems; and these people develop certain satisfactions for themselves and the group in the solving of the problems, and they start to understand each other better through their association in the organization. I felt the handbook was communication oriented. These key areas of discussion reflect the communication relation: action systems, group functions, cultural systems, educational systems, membership systems, voluntary cooperative systems, and central power systems.

Author Listing (continued)

The appendices cover various communicative ways of collecting information for management analysis of human factors. Those students interested in communication audit will find the appendices valuable.

Hall, Richard H. ORGANIZATIONS, STRUCTURE AND PROCESS. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1972.
(HM 131 H237)

The author's main objective in this book was to offer the reader an analysis of organizations: their operations, the impact of the organization on its environment, and the impact of the environment on the organization. The material presented appears to be continuously communication oriented. The communication student will find that one complete chapter is directly addressing organizational communication and related aspects.

Haney, William V. COMMUNICATION AND ORGANIZATIONAL BEHAVIOR, TEXT AND CASES. Richard D. Irwin, Inc., Ill., 1967.
(BF 637 C45 H3)

This author intends his book for students of business, management, and organizational communication. It concerns people in organizations, aspects of communication in the organizational setting, and the broad behavioral base involved in acts of communication. The cases included by the author are to amplify his discussions by offering real-life incidents. Note the number of them that are dealing with organizational communication. Note also the 45 page bibliography included in the publication. Additionally, listed at the front of the book are the publications in the Irwin Series in Management. The authors and works noted might be supportive to the student of organizational communication.

Hardurck, C. T. and B. F. Landuyt. ADMINISTRATIVE STRATEGY. Simmons-Boardman Pub. Co., 1961.
(HD 31 H32)

This book provides a strategic approach to administration. The authors emphasize that the essence of administration if the decision-making processes of the administrator in view of

Author Listing (continued)

the information that he has received. The work concerns network flows, interaction processes, feedback, frequency of communication, patterns, influences, selecting media, human factors and timeliness of communication. The book contains an excellent bibliography of nearly two hundred references.

Harms, L. S. HUMAN COMMUNICATION: THE NEW FUNDAMENTALS. Harper & Row, Publishers, New York, 1974. (P 90 H33)

Although this appears to be another basic communication text, it provides researchers in organizational communication excellent general coverage of organizations for human communication and the human communication process. Appendixes provide cases of communication experiences and a good bibliography.

Harrison, E. Frank. THE MANAGERIAL DECISION MAKING PROCESS. Houghton-Mifflin Company, Boston, Massachusetts, 1975. (HD 69 D4 H35)

The author offers a new perspective for understanding the decision making process. He treats it as a distinct function of the management, not just the results of interrelationships between other functions and interactions. Students of interpersonal and organizational communication will find the book supportive to their research. Each chapter has its own reading list; the end ot text bibliography contains over 300 books and articles, many of which relate directly to communication.

Haynes, W. Warren, and Joseph L. Massie. MANAGEMENT ANALYSIS, CONCEPTS, AND CASES. Prentice-Hall, Inc., New Jersey, 1961. (HD 31 H32)

This work provides an introduction to management, stressing the fundamental disciplines on management such as economics, sociology, statistics, organization theory, decision-making and mathematics. Cases are provided for most organizational aspects. Several areas are well suited for research in organizational communication.

Author Listing (continued)

Hellriegel, Don and John W. Slocum, jr. MANAGEMENT, A CONTEMPORARY APPROACH. Addison-Wesley Publications, Menlo Park, California, 1974.
(HD 38 H44)

The focus of this excellent reference is to develop a better understanding of behavior in and of the organization. The author treats interpersonal communication with respectable amounts of discussion in several portions of the text. I found his impressions of group interaction and group leadership to be strongly communication oriented. Pay attention to the excellent chapter summaries and the reference lists.

Henderson, George. HUMAN RELATIONS, FROM THEORY TO PRACTICE. University of Oklahoma Press, Norman, Oklahoma, 1974.
(HM 132 H46)

The author designed this reader as an interdisciplinary supplement to the growing number of texts on human relations in the fields of education, sociology, psychology, social work, and social welfare. The book offers only limited support to the advanced student of organizational communication.

Henry, Nicholas. PUBLIC ADMINISTRATION AND PUBLIC AFFAIRS. Prentice-Hall, Inc., Englewood Cliff, New Jersey, 1975.
(JF 1351 H45)

The author directs his attention to these areas which have supportive value to research by the organizational communication student: the paradigms of public administration, organization theory, applied techniques of public administration, and ethical theory and public interest. The various models, definitions, and organizational charts will be useful for the communication researcher. Each chapter contains a bibliography of three to five pages. Additionally, there is a list of 84 journals relevant to public administration in an appendix.

Author Listing (continued)

Heyderbrand, Wolf V., ed. COMPARATIVE ORGANIZATIONS. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1973.
(HM 131 H45)

The author presents a unique approach to the study of organizations; he has attempted to link up the study of internal structure and its interaction with the study of chains, networks, and systmes in organization. He does this in a reader format with many of the subject areas easily relatable to communication research: study of organizations, organizational environments, interorganizational networks, tast structures and change, size and complexity, administration and professionalism and bureaucratization.

Hicks, Herbert G. THE MANAGEMENT OF ORGANIZATIONS: A SYSTEM AND HUMAN RESOURCES APPROACH. McGraw-Hill Book Company, New York, 1972.
(HD 31 H484)

I found this book to be among the most thorough references I located on the field of management. It is somewhat of a rare management text since it contains a complete major section on communication concepts and organizational communication. Additional areas of interest to communication students are provided under these topic headings: control operations, principles of management, systems analysis, individual and organizational objectives, human behavior, funcitons of management, planning, and organization structures.

Hicks, Herbert G. and C. Ray Gullett. MODERN BUSINESS MANAGEMENT. McGraw-Hill Book Company, New York, 1975.
(HD 31 H487)

These authors use a systems and environmental approach in their coverage of management. Categories of information provided are: formation of business organizations, managerial resources, management behavior, results of business organizations, organizational environment, special issues confronting organizations, and methods of modernmanagement. Communication, as a separate and significant topic, received emphasis under several headings; however, the reader's interpretations are required to visualize communication relationships in other areas.

Author Listing (continued)

Hills, William G. et al. CONDUCTING THE PEOPLE'S BUSINESS. University of Oklahoma Press, Norma, Oklahoma, 1973. (JF 1351 C59)

Although the four editors of this book have directed their material toward the practicing administrator, the college student, and particularly the student of organizational communication, will discover the articles dealing with public administration, supervision of managers, supervisory principles and practices, and applied managerial theory, to be of interest and value towards research.

Hinde, R. A. NON-VERBAL COMMUNICATION. Cambridge University Press, 1972. (BF 637 C45 N65)

The author focuses upon the non-verbal behavior of animals and men. Those discussions most supportive to research in organizational communication are the formal analysis of the communication process and non-verbal communication in man, in human social interaction, in children, and in cultural influences on non-verbal communication. The 29 page reference list is provided under the chapter headings.

Hinton, Berbard L. and H. Joseph Reitz. GROUPS AND ORGANIZATIONS. Wadsworth Publishing Co., Inc., Calif., 1971. (HM 132 H54)

These authors have assembled a significant group of readings which have been integrated under general subject heading to permit analysis of selected areas of social behavior. Those general areas are the study of groups and organization, group structures, group functioning, intra-group and inter-group interactions, organizational dynamics. The communication student studying organizational communication should utilize the fine information provided in this publication.

Hodgson, J. S. PUBLIC ADMINISTRATION. McGraw-Hill, N.Y., 1969. (JF 1351 H6)

The author focused upon the scope, the structure, internal communication, management roles, logistics, personnel rela-

Author Listing (continued)

tions, etc., of public administration. The book appears to offer comparative analysis of these areas between the United States and Canada, although the subject and object of the book are a better understanding of Canada's national public administration. The author has included a detailed system of organizational charts which ocver the governmental organizations and their operations. The communication student investigating organizational communication in governments will gain extensive supportive data from this publication.

Hoffman, Arthur S. INTERNATIONAL COMMUNICATION AND THE NEW DIPLOMACY. Indiana University Press, Illinois, 1968. (JX 1395 I57)

This small collection of articles draws attention to the influence that communication and communication on technology have on the practice of diplomacy. Several of the articles reflect subject areas that could be very supportive to research in organizational communication: cultural relations, communication analysis, national cultures, the language of international communication, communication in open and closed societies, and the convergence of social systems.

Hoos, Ida R. SYSTEMS ANALYSIS IN PUBLIC POLICY. University of California Press, 1972. (JK 421 H65)

The author emphasized the variety of subsystems involved in the development and implementation of public policy. Interdepartmental communication is identified as a major contributor to the end results. This is a good reference for the communication student investigating the organizational communication aspects of a government's policy levels.

Horton, Forest W. Jr. REFERENCE GUIDE TO ADVANCED MANAGEMENT METHODS. American Management Association, Inc., New York, 1974. (HD 31 H653)

The author has utilized a unique format for this text. The book was prepared as a general-purpose, comprehensive, and simplified primer of modern management technology. Of the 63 subject headings outlined in the text, these were identified as having a direct relation to the field of

Author Listing (continued)

organizational communication: brainstorming, case methods, command and control systems, communication, conference methods, conflict management, crisis management, decision making, management functions, information management, planning activities, management by exception, management by objectives, consulting, models, organizational development, systems analysis, and role playing in management.

Horton, Paul B. and Chester L. Hunt. SOCIOLOGY. McGraw-Hill Book Company, New York, 1972.
(HM 51 H64)

This is an introductory text for sociology. It can provide the researcher in organizational communication with limited material on those human factors which influence managerial operations. These subject areas address several relationships between communication in the organization and those societal aspects influencing the organizational communication. The end-of-book bibliography offers the researcher 36 pages of references.

Hostrop, R. W. MANAGING EDUCATION FOR RESULTS. An STC Publication, Homewood, Illinois, 1973.
(LB 2805 H68)

The author has provided the reader with a rather comprehensive small text on modern management principles and practices in education. Students of organizational communication will discover the coverage of these subareas of importance: goals and objectives, principles and practices of management theories, and techniques and tools in educational management.

Hudson, Cyril L. BUSINESS ORGANIZATION AND OPERATION. Staples Press, London, 1970.
(HD 31 H76)

This book was prepared for the student interested in business studies, marketing, sales, organization and operations. It provides brief coverages for selected aspects of communication: networks, control, barriers to organizational communication, management and communication, effectiveness in communication, etc. Near the front of the book is a special acknowledgement section which lists 45 periodicals contributing to the publication. Several of the periodicals have

Author Listing (continued)

communication information as well as coverage of allied areas.

Hunt, John W. THE RESTLESS ORGANIZATION. John Wiley & Sons, Australasia Pty, Ltd., Sydney, 1972.
(HD 38 H85)

The excellent, clear book focuses upon those variables which have a significant influence on organization. Communication never receives separate discussion status; however, the many thorough discussions on roles, systems, structure behavior, change, and effectiveness reveal the influences of organizational communication on the total organizational communication on the total organizational environment. Communication should have been identified as one of the most important variables which contributes to any restless organization.

Huseman, Richard C. and Others. Readings in INTERPERSONAL AND ORGANIZATIONAL COMMUNICATION. Huseman, R. C., Logue, Cal M., and Freshly, Dwight L.; Holbrook Press, Inc., Boston, 1969.
(5549.5 C6 H83)

These authors have presented communication students with an excellent collection of readings related to business and organizational communication. The seven parts of the book address these different subject areas: the process of communication, communication and organizational structure, communication through interviews, communication through written-oral methods, communication through conferences, and communication through listening. The student of organizational communication will find this a valuable source book, and an outstanding lead to the works of the authors who contributed to this publication.

Ikenberry, Stanley O. BEYOND ACADEMIC DEPARTMENTS. Jossey-Bass Inc., Publishers, San Francisco, California, 1972.
(LA 226 I38)

The reader has been provided a unique work focusing on the problems of development of special academic and administrative suborganizations not normally considered as part of the

Author Listing (continued)

university organization. Such structures fall in the categories of new offices for research bureaus, institutes, and laboratories. Organizational communication becomes a significant influence on their functioning and interrelation with elements of the university.

Insko, Chester A. and John Schopler. EXPERIMENTAL SOCIAL PSYCHOLOGY. Academic Press, New York, 1972. (HM 251 I6x)

These authors have presented a new approach to social psychology for the undergraduate. Each chapter is followed by illustrative readings. The student performing research in organizational communication will gain an excellent knowledge of the relationship between social psychology and communication by reading the sections on communication networks, task importance, discrepancies, research, credibility, status and processes. Several of the readings are directly related to communication. The chapters relating to small groups, interpersonal processes and attractions, and group processes have direct relevancy to organizational communication.

Jefkins, Frank. PLANNED PUBLIC RELATIONS. Intertext Books, London, 1969. (HM 263 J39)

The author attempts to outline guidelines aimed at encouraging businesses to accept public relations activities, events and programs which are known to be planned, budgeted, and assessed on businesslike steps and procedures. He stresses the need to manage, and to organize public relation (PR) operations. A student of organizational communication can easily interpret the significance of communication in such activities and programs. Students should also take note of the cases provided; most have close relationships to organizational communication.

Jensen, Alan F. and Homer C. Metcalf. SOCIOLOGICAL CONCEPTS AND CONCERNS. Rand McNally and Co., Chicago, 1971. (HM 51 J45)

This is a broad introduction into sociology. Its format and coverage will benefit the communication student seeking wider experiences in this related field. The discussions

Author Listing (continued)

on collective behavior, social organization and systems, bureaucracy and organization, and communication patterns will help the layman in either science. One will have to interpret the influence of communication as an influence to social change. The author forces you to draw your own conceptions concerning communication and his sociological concepts and aspects. A short bibliography covering 60 authors and titles is provided. Several of the writers have a history of contributing to various journals and periodicals in the fields of communication, especially interpersonal and organizational communication.

Jensen, J. Vernon. PERSPECTIVES ON ORAL COMMUNICATION. Holbrook Press, Inc., Boston, 1970. (PN 4121 J35)

This author discusses a selected number of aspects of oral communication. While his aim is to improve the student to evaluate public speakers, his discussions on perspectives or criticism, on delivery, on nervous tension, on ethics, on listening, and non-verbal intercultural communication are most pertinent to studies in organizational communication. A four page bibliography is included.

Johns, E. A. THE SOCIOLOGY OF ORGANIZATIONAL CHANGE. Pergamon Press, New York, 1973. (HD 38 J54)

Here is a book designed by the author to overcome communication barriers between the sociologist and the reader interested in management and organization. The text deals totally with change and the communication process within the organization in relation to the change process. Communication students should not overlook the 235 references listed at the end of the book.

Johnson, Rossall J. EXECUTIVE DECISIONS. South-Western Publishing Co., New York, 1963. (HD 38 J63)

This is another case book. The author has offered 38 cases related to the study and better understanding of decision-making. Most cases have a definite relationship to aspects of organizational communication. General subject areas

Author Listing (continued)

covered in the publication are: decision-making, interpersonal leadership, industrial relations, interpersonal behavior, control, communication, social responsibility, ethical behavior, and planning and strategy of policy formulation. A case-title index is also provided.

Jordan, Robert S. INTERNATIONAL ADMINISTRATION: ITS EVOLUTION AND CONTEMPORARY APPLICATION. Oxford University Press, London, 1971.
(JX 1954 J67)

The author's purpose here is to provide his readers with a practical understanding of the administration within and among international organizations. The communication student will quickly recognize the influence of organizational communication on the diplomatic scene. There is a 16 page bibliography which is most relevant to studies in government or organizational communication.

Judson, Arnold S. A MANAGER'S GUIDE TO MAKING CHANGES. John Wilen & Sons, Inc., London, 1966.
(HD 38 J75)

Communication is one of the most significant variables of innovation. The author brings this point out directly in several discussions. In other explanation the perceptability of the researcher will detect this fact. I found this to be an excellent reference for research in organizational communication and its importance in decision-making and managerial change.

Jun, Jong S. and William B. Storm. TOMORROW'S ORGANIZATION: CHALLENGES AND STRATEGIES. Scott, Foresman and Company, Glenview, Illinois, 1973.
(HD 38 J76)

This reader has lots to offer the communication students. Several of the articles or readings address these areas of interest to communication researchers: new dimensions for tomorrow's organization, interpersonal and organizational climate and growth, new perspectives for organizational theory, and strategies for the integration of change. The readings provide over 50 points of view from recognized experts in the multidisciplines related to communication. The excellent

Author Listing (continued)

bibliography provided exceeds one hundred and fifty references as potential sources for the researcher.

Kagmier, Leonard J. PRINCIPLES OF MANAGEMENT. McGraw-Hill Book Co., New York, 1964.
(HD 31 K36)

This book offers a program for self-instruction on management. It focuses upon developing an understanding of the major functions of management and those underlying skills contributing to success in that field. Communication is a key element in the resources available to manager. General areas of communication considered are basic communication concepts, channels, the organization, feedback, networks, psychological factors, symbols in communications and selected related areas.

Kemball-Cook, R. B. THE ORGANIZATIONAL GAP. George Allen and Unuim Ltd, London, 1972.
(HD 38 K43)

This small publication was designed by the author as an aid to the development of practical organization structures and management systems. His focus was to try and bridge the gap between the management theorists and the practicing manager in understanding and solving the numerous problems of organization and the management of information. Students interested in communication audit, information patterns, channel, feedback, and structural characteristics will benefit through the use of this publication.

Kim, Joe T., ed. NEW PERSPECTIVES IN PUBLIC ADMINISTRATION. MSS Information Corporation, New York, 1973.
(JF 1321 K54)

This is a reader prepared in three sections: the study of public administration and organization theory, contemporary issues and problems in public administration, and new trends in administrative organizations. Articles of leadership, participatory administraiton, organizational development, and education programs for administrators are supportive to organizational communication research.

Author Listing (continued)

Kobaaski, Shigeru. CREATIVE MANAGEMENT. Translated from the Japanese by the American Management Association, Inc., 1970.
(HD 31 K598)

This book offers the Japanese approach to imaginative management. While only one chapter deals directly with communication, several others consider selected communication aspects such as management patterns, motivation, multiple systems, self-improved rules, teamwork, public relations, destructive management, and lateral relationships. This book deals with the development of the "Sony Corporation" in Japan.

Kolasa, Blair J. INTRODUCTION TO BEHAVIORAL SCIENCE, FOR BUSINESS. John Wiley & Sons, New York, 1969.
(BF 121 K58)

According to this author, behavioral science is a systematic and scientific inquiry into the study of behavior. He provides his introduction into the field by this work. Since the behavioral sciences greatly influenced communication as well as they are influenced by it, the student of communication will find this work a meaningful contribution to his study of organizational communication. The author's discussions of these subject areas are quite supportive to communication research: decision-making, cultural factors, collective behavior, factors in communication, communication in organizations, small group action, innovation and change in organizations, and the relationship of individual and organization.

Koontz, Harold and Cyril O'Donnell. PRINCIPLES OF MANAGEMENT. Published by McGraw-Hill Book Company, New York, 1955, 1959, 1964.
(HD 31 K6)

These authors address their topic through their discussions of the functions of a manager: planning, organizing, staffing, directing and controlling. These functions establish the structure within which to classify the basic knowledge of management. The authors consistently focus on principles, factors, and other influences. Communication problems are outlined in brief, and organizational communication itself must be interpreted within the numerous references to organizations, responsibilities, functions, information sciences,

Author Listing (continued)

informal organization, organizational patterns and chargs, techniques of communication, staff relationships, and change.

Laszlo, Ervin. ed. THE WORLD SYSTEM, MODELS, NORMS, APPLICATIONS. George Braziller, New York, 1973. (HM 101 S97)

This reader provides a group of excellent articles dealing with general systems theory in relation to a "world system" if interaction. The book itself will be of only limited support to research involving communication, but the seven page bibliography does include references that reveal relationships between the world of nations environment and organizational communication.

Lauer, Robert H. PERSPECTIVES ON SOCIAL CHANGE. Allyn and Bacon, Inc., Boston, Massachusetts, 1973. (HM 101 L368)

This is a very concentrated review of the aspects of social change. It is a technically written book and as such will be of minimum value to the undergraduate student without a background in sociology. However, for the graduate student interested in the sociological relationships of change and organizational communication, it will provide good source material.

Lazarus, Harold and E. Kirby Warren. THE PROGRESS OF MANAGEMENT. Prentice-Hall, Inc., New Jersey, 1968. (HD 31 L324)

These authors cover the processes, behavior and operation research. This is a book of readings. Of the many topics under management addressed these are the more significant for the researcher in organization communication: organization structure, human factors, elements in decision-making, leadership, measurement and control, etc. Each of the books' major sections contains an excellent bibliography.

Author Listing (continued)

Leavitt, Harold J. MANAGERIAL PSYCHOLOGY. University Press (of Chicago), Ill., 1972.
(HD 31 L35)

A very unusual book, particularly suitable for research in the field of organizational communication. Provides excellent coverage of the units of management, problems of influence and authority, efficiency and influences in groups, organizational design, and patterns. Within these general areas are sub-areas with specific consideration for communications: networks, communication content, organization and communication, authority and communication, innovation and behavior change, etc.

Lee, Alfred McLung, and Elizabeth B. Lee. THE FINE ART OF PROPOGANDA. Octagon Books, 1972.
(HM 263 I54X)

These writers dedicated this book to those in communication who are attempting to lend meaning to the First Amendment of the U. S. Constitution. Their book focuses on man's communication and its influence on people, and the development of the propoganda analyst. They place emphasis on the relationship between man communication and organizational communication. Communication students will find this an unique reference for their research into organizations and managerial responsibility for ethical communication.

Lenski, Gerhard and Jean Lenski. HUMAN SOCIETIES. McGraw-Hill Book Company, New York, 1974.
(HM 51 L357)

The Lenskis have provided a reader that offers articles for those being newly introduced to macrosociology. The communication researcher will find this text contributively to studies on organizational communication and the relationship of communication to the various societal organizations. Key topic areas discussed which seem to support communication research are: the structure and functioning of human societies, types and varieties of societies, innovation in society, and social structures.

Author Listing (continued)

Lerbinger, Otto. DESIGN FOR PERSUASIVE COMMUNICATION. Prentice-Hall, Inc., New Jersey, 1972. (HM 258 L38)

This book focuses on the persuader regardless of his field or organizational level. A manager, or persuader, makes maximum use of the tools of communication. The author addresses aspects of communication and their relationship to communication. This book is segmented into 5 sections: nature and strategy of persuasive communication; five basic designs of persuasion, man's intake and storage of information, designs for interpersonal and mass communication, and evaluation of results and objectives. Of special significance to the student of organizational communication will be the 31 pages of notes and bibliography by chapter at the close of the book.

Leslie, Gerald R., Richard F. Larson, and Benjamin L. Gorman. ORDER AND CHANGE. Oxford University Press, New Yorl, 1973. (HM 51 L358)

These authors have provided a rather distinctive introductory type of a sociological text. They have emphasized order and change while paying serious attention to the table and the dynamic aspects of various social situations, and the ways in which social elements adapt or alter circumstances while retaining enough integrity to survive. Their text stresses the various schools of thought within sociology: functionalism, conflict theory, evolutionary thought, and symbolic interaction. Communication is identified as a significant agent of sociological change, and the relationships and influence patterns of communication receive continuous attention. This would be an excellent source for research material for interpersonal and or organizational communication. Excellent charts, diagrams and graphs support the discussions.

Lievegoed, B. C. J. THE DEVELOPING ORGANIZATION. Transtock Publications, Ltd., London, 1973. (HD 37 D8 L5313)

This text reflects the facts and theories presented in over one hundred lectures presented during the past twenty years at the Nederlanda Pedogogisch Institute (NPI) in the Netherlands. It pays respectable attention to organiza-

Author Listing (continued)

tional communication within in such informational categories as systems theory for management, organization models, phases of organizational development, transformations of systems into models, conceptual and planning models, organizational development and individual development, decision-making, and utilization of quantitative models. Most chapters contain reference lists and suggested additional reading lists.

Lifton, Walter M. GROUPS FACILITATING INDIVIDUAL GROWTH AND SOCIETAL CHANGE. John Wiley & Sons, Inc., New York, 1972.
(HM 132 L54)

This author addresses communication only slightly. However, his remarks relative to group behavior have significance to the researcher interested in organizational communication. A key item in this book is the 44 pages of bibliography included. Attached to the bibliography is a list of 63 periodicals that the author used as sources for this publication. Both bibliography and author listing are of major importance to the communication student.

Likert, Rensis. NEW PATTERNS OF MANAGEMENT. McGraw-Hill Book Co., New York, 1961
(HD 31 L43)

This volume was intended for those persons concerned with problems of human resources, organization, and human activity. Numerous communication relationships are discussed generally in all chapters, but only Chapter 4 - Communication, Influences and Organi-ation Performance - addresses the communication area specifically. A detailed subject index is provided.

Lindberg, Roy A. WHAT YOU SHOULD KNOW ABOUT THE FOUNDATIONS OF MANAGEMENT. Part of the Business Almanac Series, Oceana Publications, Inc., Dobbs Ferry, New York, 1973.
(HD 31 L474)

This author has drawn his attention to the foundations of management rather than the traditional approach of offering the principles of management. The book's style and format enhance its potential as a source of information relative to organizational communication. His discussions follow an

Author Listing (continued)

outline form, for rapid scanning of material. I discovered these areas to be potentially beneficial to the communication student or researcher: nature of management, the managerial role, the nature of business activities and behavior. Subtopics, generally limited to one a page, follow the format of what, where, how, when, etc. Most of the functions, systems, behavior relationships, characteristics, problem areas, and techniques of management are included in the text coverage.

Litterer, Joseph A. THE ANALYSIS OF ORGANIZATIONS. John Wiley & Sons, Inc., New York, 1965.
(HD 31 L47)

This book is an introduction to organization. Its subject areas offer excellent coverage of the field of organization and selected allied areas: individual and group behavior, formal organization, coordination change. Chapter 12 through 16 addresses aspects of organizational communication.

Loen, Raymond D. MANAGING MORE BY DOING LESS. McGraw-Hill Book Co., New York, 1971.
(HD 31 L56)

This book focuses on helping the manager to assess his effectiveness. The information is easy reading. The unusual table of contents by subject heading, is most helpful. Chapters 8, 10, 13, 15, 17, and 19 consider many of the variables influencing communication within the organization. Chapter 25 covers the specific areas of communication problems and methods.

Longenecker, Justin G. PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR. Charles E. Merril Books, Inc.
(HD 31 L64)

This book concerns the processes of managing. A variety of management functions and procedures are discussed along with human factors and relationships and organizational behavior. Major sections of the book most appropriate for research in organizational communication are fundamentals of management, organization design, planning, social aspects of organization, controlling performance, systems theory, and direction of the

Author Listing (continued)

organization. Theiry-eight cases are offered for study in relationship to the practical application of managerial theories. Chapter 22 deals specifically with communication.

Lorsch, Jay W. and Paul R. Lawrence. MANAGING GROUP AND INTERGROUP RELATIONS. Richard D. Irwin, Inc., and the Dorsey Press, Homewood, Illinois, 1972. (HD 38 L58)

This reference addresses administrative issues in organizations such as problem-solving relationships among members of face-to-face groups, and the relationship between managers of such groups and their subordinates. The cases and their related readings appear to be very supportive to interpersonal and organizational communication study.

Lott, Richard W. BASIC SYSTEMS ANALYSIS. Canfield Press, San Francisco, 1971. (HD 20.5 L67)

While this author seldom addresses interpersonal and organizational communication, the book is excellent for evaluation of man-machine operations as they pertain to organizational communication. Chapters on Concept, Objectives, General Systems, Barriers, etc., are good resource material for communication research.

Lynden, Fremont I. and Others. POLICIES, DECISIONS AND ORGANIZATIONS. Other authors are Shipman, George A. and Kroll, Morton; Appleton-Century-Crofts, New York, 1969. (JF 1351 L94)

These authors have designed a book which develops and portrays the decision-making apparatus within an organization. They cover the functions, objectives, and purpose of the organization and finish with a look into feedback and the measurements and results from that feedback. Organizational communication students will recognize this book as a valuable support to thier research, especially the discussion on policy processes, organizational goals, decision-making operations, and organizational effectiveness.

Author Listing (continued)

Mali, Paul. MANAGING BY OBJECTIVES. Wiley Interscience, a division of John Wiley & Sons, Inc., New York, 1972. (HD 31 M284)

This work sets down the principles, fundamentals, and procedures for a clear understanding of the concept of management by objectives. Unfortunately, the author never openly involves communication in his concept; however, a communication researcher will immediately be aware of the importance of communication to the management by objectives concept. Communication students should study the figure 1-1 on page 12, entitled The Strategy of Management by Objectives. This figure helps emphasize the importance of communication to this concept.

Mambert, W. A. THE ELEMENTS OF EFFECTIVE COMMUNICATION. Acropolis Books, Washington, D. C., 1971. (P 90 M2648)

This is a basic introduction to speech communication. Organizational communication never receives notable mention; however, the outline or contents and the information provided within that outline will provide a quick refresher for selected basic areas as the researcher in organizational communication might need them. Many of these basics of speech communication become the very contributers that influence the problems of communication at the organizational levels.

Mandelbaum, Seymour J. COMMUNITY AND COMMUNICATIONS. W. W. Norton & Co., Inc., New York, 1972. (HM 258 M17x)

The author addresses the enhancement of public understanding based upon the possibility of new communication systems. While the book is very general in relation to organizational communication in most chapters, the chapter on community and communication is pertinent to communication research. Note the 13 pages of chapter notes and bibliography.

Marston, John E. THE NATURE OF PUBLIC RELATIONS. McGraw-Hill Book Co., Inc., New York, 1963. (HM 263 M28)

The student of organizational communication will be elated

Author Listing (continued)

to note that the author stresses the close relationships and problems which arise at the separation of communication and public relation operations. The two appendexes provide examples and cases of PR problems. Part I of the book defines the nature of public relations and the part played by communication; Part II reveals the interactions of PR at work and emphasizes communication's significance; and Part III discusses wider development of PR activities.

Martindale, Don. INSTITUTIONS, ORGANIZATIONS AND MASS SOCIETY. Houghton, Mifflin Co., Boston, 1966. (HM 51 M26)

This is a rather deep text for the communication student to utilize in his research of organizational communication matters. It was written by the author strictly as a text for sociology. Its relationship to communication is very general and more often than not this relationship is left to the reader's interpretation and perception. However, a brief scan of the book did locate some excellent discussions on areas closely related to many areas of communication: "The Theory of Groups and Institutions," "Structures of Social Control," and "Structures of Socialization."

Massie, Joseph L. ESSENTIALS OF MANAGEMENT. Prentice-Hall Inc., New York, 1964. (HD 31 M335)

This book briefly discusses the significant elements within the science of management. It focuses upon basic concepts and techniques of analysis and suggests a framework for integrating various disciplines into the management science. The author emphasizes management as an interdisciplinary study, and the significance of organizational communication is easily identified by the student. A specific chapter on communication as a function of management processes is impressive and good reading.

Massie, Joseph L. and Jan Luytjes. MANAGEMENT IN AN INTERNATIONAL CONTEXT. (HD 31 M336)

These authors have provided a perspective of management in the international environment. The selected articles

Author Listing (continued)

presented afford the researcher with a keen incite on management influences in Western Europe, Eastern Europe, Asia, Africa, and South America. Within each geographical area several nations are reviewed. The final two chapters concern interpretation of cross-cultural factors. Communication is seldomly discussed directly, but the facts provided become all the more significant when organizational communication in the international environment is considered.

Mathiesen, Thomas. ACROSS THE BOUNDARIES OF ORGANIZATION. Institute of Social Research, Oslo, 1971. (HM 131 M3375)

This book is a single essay concerning interorganizational communication as well as intraorganizational communication of two rather unique institutions: two European penal institutions. For the student of organizational communication looking for a totally different setting for research material, this is just the book. It addresses the penal organizations under these categories: organizational life, management, controls, internal and external communications, closed and open systems, social interactions, boundaries, and status. This is easy reading and contains only 166 pages.

Mayhew, Leon. SOCIETY--INSTITUTIONS AND ACTIVITY. Scott, Foresman and Co., Illinois, 1971. (HM 51 M29)

The author places man in the general systems concept of sociology. Man is shown as being involved in numerous networks, informational flows, organizations, and types and kinds of communications. This is a well-written book for the layman student. It explains man's position or predicament in the more differentiated patterns and organizations of society.

Mehrabian, Albert. NON-VERBAL COMMUNICATION. Aldine-Atherton, New York, 1972. (BF 632 C45 M43)

This author addresses non-verbal communication, sometimes referred to as subtle communication. The silent language or non-verbal interaction must be considered by the student of organizational communication, as he will discover its

Author Listing (continued)

frequent utilization in so many of the real-life examples of organizational problems. Remember, the absence of words could well be the most significant portion of any interaction. Note also the 12 page bibliography included by the author.

Mehrabian, Albert. SILENT MESSAGES. Wadsworth Publishing Co., Inc., California, 1971.
(BF 637 C45 M44)

The author emphasizes the tendency of our speech-oriented culture to overlook and under-respect the non-verbal communicative act. His goal is to create the awareness of non-verbal behavior and its influence on the total communication process. Students of organizational communication should understand and appreciate the behavioral aspects of the subtle or non-verbal interaction. Note also the 179 references included in the bibliography.

Meir, Richard L. A COMMUNICATIONS THEORY OF URBAN GROWTH. M.I.T. Press, Mass., 1962.
(HM 258 M4)

The author's primary purpose for this monograph was to draw attention of urbanists to the kinds of views of the city afforded through communication. The researcher in the field of organizational communication will easily relate selected subject headings to his area of research: urban communication systems, the transaction capacity, public controls for communication, socio-cultural growth, information flow, human channel capacity, and growth in newly-developed areas.

Mencher, Alan., ed. MANAGEMENT AND TECHNOLOGY. Sponsored by the Science Policy Foundation, Pergamon Press, Inc., New York, 1972.
(HD 31 M39)

There are suppose to be two volumes in this series, but as of this writing the second one has not been published. The volumes are to report a deobat on the role of management in present day affairs. Only part of the arguments are offered in this first volume. Subject areas covered in this volume are evolution of management systems, some hypotheses on management of research and development, technological impact

Author Listing (continued)

on business and industry, and management-sociology and innovation. I feel this publication could offer only limited support to a communication student or researcher.

Mescon, Michael H. et al. THE MANAGEMENT OF ENTERPRISE. Other authors are Hammond, W. R., Byars. L. L., and Forest, J. R. McMillan Company, New York, 1973. (HD 31 M29315)

This is just another book presenting the basic fundamentals of management. Offered are a collection of extracts of the author's previous works. His primary focus is to inform the beginner in the management or related fields. A number of the extracts address subjects directly oriented toward organizational communication: organizational characteristics, leadership techniques, management functions, human relations in management, and improving the organization. The author seldom uses the term communication, and the reader requires his interpretative powers to relate most of the text to organizational and interpersonal communication.

Meyers, Marshall W. BUREAUCRATIC STRUCTURE AND AUTHORITY. Harper & Row, Publishers, New York, 1972. (JF 1411 M48)

Although the author based his efforts on the quantitative side of research, he has presented the reader with a conceptual study of organizational functions and processes with emphasis on authority. Communication students interested in organizational communication will find this a useful review of organizational aspects. The author's discussions on authority in the bureaucratic administration, the effects of organizational size, the horizontal and vertical authority structures, and sociological theory of organizations are closely related to organizational communication. The reader will find the list of over 120 references in the bibliography very helpful for potential sources of material.

Author Listing (continued)

Michael, Stephen R. and Halsey R. Jones. ORGANIZATIONAL MANAGEMENT CONCEPTS AND PRACTICES. Intext Educational Publishers, New York, 1974.
(HD 31 M426)

This publication directs its coverage toward decision making behavior, organizational missions, organizational objectives, and coordination requirements. These subordinate areas of information will be recognized as supportive to organizational communication: formal organization behavior, basic organization design, integration of managerial functions, organizatonal change, decision making, control, and organizational climate. Most chapters contain a reference listing and suggested additional readings.

Miller, Gerald R. and Herbert W. Simons. PERSPECTIVES ON COMMUNICATION IN SOCIAL CONFLICT. Sponsored by the Speech Communication Association, published by Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1974.
(HM 141 P56)

The authors stress their belief that communication and conflict theory should not be maintained as separate fields, but as interrelated fields. Students of organizational communication will recognize this reader to be valuable not only as a source of materials considering the communication-conflict environemtns, but also as valuable as a bibliographic source with over 500 reference items. Articles of key interest to communication researchers appear to be: communication and the simulation of social conflict, conflict and communication within the university, persuasion in conflict situations, and communication strategies in conflict between institutions and their clients.

Mills, Ernest Parker. LISTENING: KEY TO COMMUNICATION. Petrocelli Books, New York, 1974.
(BF 323 L5 M47)

The specific purpose of the author in this book was to improve vocal communication by strengthening listening performances. This can be an appropriate reference for the student of organizational communication since a major responsibility of management is to listen to their subordinates during grievance periods, seeking suggestions and recommendations on problem-solving activities, and receiving verbal

Author Listing (continued)

reports. The complexities of listening are explained quite thoroughly by the author.

Miner, John B. MANAGEMENT THEORY. MacMillan Co., New York, 1971.
(HD 31 M456)

I perceived this as a well-written book. It is an introduction to management theory, and is particularly suited to the graduate student lacking in training and education in management. I feel too little is mentioned about organizational communication. However, a student in organizational communication will easily note the significance of communication to successful organization and management.

Mitchell, Vance F., Richard T. Barth, and Frances H. Mitchell. PROCEEDINGS OF THE 32d MEETING OF THE ACADEMY OF MANAGEMENT. Academy of Management, Minneapolis, Minnesota, 1972.
(HD 29 A26)

This conference report provides over eighty-five presentations offered during the 32d annual meeting of the Academy of Management. Key articles which appear supportive to organizational communication studies appear under the subject headings of managerial performance, organizational development, organization and management theories, policy and planning, management consulting, organizational behavior, social issues facing management, manager education, and international management. Communication relationships have to be interpreted by the reader since the author seldom uses the term itself.

Mockler, Robert J. BUSINESS AND PLANNING FORMULATION. Appleton-Century-Crofts, Educational Division of Meredith Corporation, New York, 1972.
(HD 38 M547)

This book provides a comprehensive review of the initiation of planning and the development of policy through planning in the modern business organization. The book follows the format of these subject areas: the planning process, strategic and implementation planning, guidelines for planning, planning at different levels of management, interrelation-

Author Listing (continued)

ships among the various levels and functions of the planning structure, policy development, etc. The interpretative abilities of the communication student will permit easy identification of numerous relationships to communication in the organization. A seven page reference list will provide the researcher additional reference sources.

Mockler, Robert J. THE MANAGEMENT CONTROL PROCESS. Appleton-Century-Crofts, Educational Division of the Meredith Corporation, New York, 1972. (HD 38 M5472)

The student of organizational communication will find these subject headings most fruitful as sources of information pertaining to organizational communication: concept of management control, control tools and systems, operating and staff controls, information processing systems. Included also is an excellent bibliography of over 120 publications. The text appears to be focused upon the top managerial levels of organization.

Moore, Russell F. AMA MANAGEMENT HANDBOOK. The American Management Association, Inc., New York, 1970. (HD 31 A185)

A student researcher in organizational communication may discover that this publication is among his most valuable information sources of management behavior. Of particular import are discussions on general management, administrative services, personnel operations, marketing processes, manufacturing systems, research and development activities, risk management, and public relations. Several subareas are devoted specifically to communication aspects of organizations and management.

Morgan, John S. MANAGING CHANGE. McGraw-Hill Book Co., New York, 1972. (HD 45 M67)

As the title infers this concerns the processes and other aspects of change from the management view. One of the strongest influences relative to change is communication. The book addresses technological change, organizational change, and people change. Chapter 17 provides excellent

Author Listing (continued)

information on steps in the development of change and the part that communication plays in its development. Those aspects of organizational communication which receive specific explanation and discussion are feedback, basis of change, full information for communication, the need for communications, etc.

Morgan, James E. Jr. PRINCIPLES OF ADMINISTRATION AND SUPERVISORY MANAGEMENT. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1973. (HD 31 M629)

The author has attempted to provide the manager or the potential manager with the fundamentals required for the task before him. I feel the book iscommunication oriented as many of the subject areas infer: functions of management, the management process, human relations in management, communication in management, employee teamwork, employee performance, supervisory skills and behavior, problem solving processes, and group participation, training and development programs.

Mortensen, C. David. BASIC READINGS IN COMMUNICATION THEORY. Harper & Row, Publishers, New York, 1973. (P 90 M64)

I categorized this work as a reader suitable for the undergraduate communication student. Discussion areas suitable for source material supportive to communication are communicative perspective, messages and channels, interpersonal dimensions, intrapersonal dimensions, and cultural dimensions. The book's major contribution to communication research is the detailed reference lists at the end of each reading; these lists are excellent potential sources for other information.

Mortensen, C. David. COMMUNICATION: THE STUDY OF HUMAN INTERACTION. McGraw-Hill Book Company, New York, 1972. (P90 M65)

The value of this book to the student of organizational communication is limited. It is a basic text aimed at the undergraduate in communication. Its coverage of communication models is excellently accomplished. The sections

Author Listing (continued)

addressing interpersonal systems and the sociocultural system could be of some value to research in organizational communication.

Mott, Paul E. THE ORGANIZATION OF SOCIETY. Prentice-Hall, Inc., New Jersey, 1965.
(HM 51 M74)

This text addresses the various concepts of social organization and the changes which occur with them. He emphasizes man's influence on social organizations and how those organizations influence him. Communication receives a good deal of attention, especially in these particular areas: acceptance of change, channeling, diffusion of information, interaction basis, mass organizations, protest behavior, authority and control, and patterns of influence. The discussions concerning interactions within the organization are excellent sources of information for the communication student interested in interpersonal and organizational communication.

McConkey, Dale D. NO-NONSENSE DELEGATION. (AMACO) A Division of the American Management Association, New York, 1974.
(HD 38 M28)

This reader perceives delegation as an act of communication within an organization. It implies diffusion of information within management grouping, responsibility, power, authority change, organizational hierarchy, etc. Each of these areas is discussed by the author and those discussions should be of value to the communication student.

McConkey, Dale D. UPDATING THE MANAGEMENT PROCESS. American Management Association, Inc., 1971.
(HD 31 M154)

The contents of this book were selected to acquaint the researcher with those dozen or so important parts of the management process where major troubles arise, and where new thinking is a continuous requirement. Among these elements for constant reevaluation is communications. While only chapter 9 directly addresses communication within the organization, the total content and intent of this book is organizational communication.

Author Listing (continued)

McCroskey, James C. and others. AN INTRODUCTION TO INTERPERSONAL COMMUNICATION. Other authors are Carl. E. Larson and Mark L. Knapp, Prentice-Hall, Inc., New Jersey, 1971.
(HM 132 M27)

This book has 4 parts. The first concerns the communication process. The second addresses the results of interpersonal communication: information, acquisition, attention, and influence. The third part concentrates on the variables of source, receiver, and the message. The final part covers interpersonal communication in the areas of management, on the job, and as a part of the mass communication processes. Most communication students will find this book supportive to their studies in organizational communication.

McGinnies, Elliott. SOCIAL BEHAVIOR: A FUNCTIONAL ANALYSIS. Houghton Mifflin Co., Boston, 1970.
(HM 251 M265)

This author organized his work so that the student entering social psychology will become aware of the major problems in the field and how they are to be solved. The titles in the table of contents relate to many sub-areas of the science of organizational communication: small group behavior, leaders and followers, language and communication, attitudes, persuasion, and decision-making. Note that each chapter includes several pages of references.

McGuire, Joseph W., ed. CONTEMPORARY MANAGEMENT, ISSUES AND VIEWPOINTS. Prentice-Hall Publishers, Englewood Cliffs, New Jersey, 1974.
(HD 31 M23)

Researchers of organizational communication activities will benefit through use of this text. A significant amount of its material is communication-related. Significant subject headings are: disciplinary foundations for management, the management environment or climate, decision making processes, control, leadership behavior, change in organization, organizational and individual objectives, communication systems, information systems, behavioral sciences in management.

Author Listing (continued)

McNeil, Elton B. THE NATURE OF HUMAN CONFLICT. Prentice Hall Inc., New Jersey, 1965. (HM 36.5 M25)

Since I relate any conflict closely to communication or the lack thereof, I feel this different book will make a good supportive reference for the researcher in selected areas of organizational communication, especially in the evaluation of communication between unfriendly or estranged organizations. Much can be learned also here in the relationship between groups within organizations as well as between major organizations and even governments.

McNichols, Thomas J. POLICY MAKING AND EXECUTIVE ACTION. McGraw-Hill Book Company, New York, 1972. (HD 31 M279)

This is primarily a case book on business policy. The cases are categorized under subject headings which appear to reflect strong communication relationships: role playing, business as a system for the diagnosis and analysis of problem areas, the decision making process, organizational and control strategies, management responsibilities, the human factor in business administration, and reformulation requirements of policy.

Nagel, Jack H. THE DESCRIPTIVE ANALYSIS OF POWER. New Haven and London, Yale University Press, 1975. (HM 136 N33x)

The author provides a short and clear discussion of power in which the student of organizational communication will easily interpret the mutual relationships between poser and the communication processes in the organization. These subject headings appear to be the most relevant to the communication fields: causation, path analysis, measures of power, indirect influences of power, power measurement, and power and conflict. Additional research potential will be derived from the ten page bibliography provided.

Author Listing (continued)

Newcomb, Theodore, M. and others. SOCIAL PSYCHOLOGY. The study of human interaction. Other authors are Ralph H. Turner and Philip E. Converse; Holt, Rinehart and Winston, Inc., New York, 1965. (HM 251 N43)

This basic text on social psychology appears to relate frequently to selected aspects of communication. Part Two - "Processes of Interaction" concerns communication interpersonally, as a behavior in relation to group formation and feedback. Other parts address structure, group interactions, and communication common to selected interactions. The work also touches on communication barriers, communication effects, accessibility, and communication behavior.

Newman, Derek. ORGANIZATIONAL DESIGN. Edward Arnold Publishers, Ltd., London, 1973. (HD 31 N4594)

The purpose of the book was to provide a practical thesis on organizational design. Subject matter covered that appears supportive to research in organizational communication was: organizational considerations, organizational objectives, roles in organization, organizational climate, forms of organizational design, and designs for the future organization. The communication student or researcher will find this a limited source text especially since the word communication fails to appear in either the table of contents or the index.

Newman, William H. and others. THE PROCESS OF MANAGEMENT--CONCEPTS, BEHAVIOR, AND PRACTICE. Prentice-Hall, Inc., 1972. Other authors are Charles C. Summer and E. Keily Warren. (HD 31 N484)

This massive book attempts to cover the whole process of management. The book focuses upon improvement of managerial competence. There are 29 chapters, only one of which addresses communication to any degree. However, several other chapters become significant to the student of organizational communication. Those chapters cover social role of managers, decentralization and use of the staff, over all structure, organization as social behavior, conflict in the organization, decision processes, two-way communication, basic elements of control, and international management.

Author Listing (continued)

Nigro, Felix A. MODERN PUBLIC ADMINISTRATION. Harper & Row, Publications, New York, 1970. (JF 1351 N5)

The author has intended this book for the students of government and business, but I detect great value for the researcher in the field of organizational communication. A few subject areas covered important to communication researchers are administrative and organizational theory, line and staff services, geography of organization, politics of organization, decision-making, communication, public relations, leadership, and the modern concept of personnel administration. Each chapter includes a short bibliography.

Nolte, Lawrence W. FUNDAMENTALS OF PUBLIC RELATIONS. Pergamon Press Inc., New York, 1974. (HM 263 N64)

This author has focused his work on the providing of professional guidelines and concepts of integration to the reader. His book has trhee objectives: to show the function of public relations in our social and economic systems; to explain the basic theories and principles involved in the practice of public relations; and to supply the practical information needed to implement public relations activities. As modern public relations combines the social, behavioral, communication, and management sciences in a very systematic manner, this text and it emphasis on this integration will be of particular interest to the student of organizational communication. Two excellent chapters specifically address communication: inbound and outbound communication. Excellent bibliographic support is provided, also.

Nord, Walter R. (ed) CONCEPTS AND CONTROVERSY IN ORGANIZATIONAL BEHAVIOR. Goodyear Publishing Co., Inc., California, 1962. (HM 131 N66)

The communication student will find this book a useful source of information on individual behavior, formal organizations, theory and practice, and social psychology in organizational behavior. The book includes several discussions pertinent to organizational communication: word importance, communication and productivity, multi-channels of information, interpersonal relations, management, personality and organization, human behavior, objectives, social power and attitudes, and organizational effectiveness.

Author Listing (continued)

Oates, James F., Jr. THE CONTRADICTION OF LEADERSHIP. Appleton-Century-Crofts, New York, 1970. (HD 31 024)

This is a book of selected speeches by James F. Oates made during his tenure as head of the Equitable Life Assurance Society of the U.S. Most of the subjects address leadership, management, or organization. Nearly all of them evidence the key aspects of communication as a leadership tool.

Ogden, Ronald. IMAGINATIVE MANAGEMENT CONTROL. Routledge and Kegan Publishers, London, 1970. (HD 31 048)

While it appears to be a textbook, this work is not intended to be a text on modern management. Rather it assesses the art and science of management in the modern environment. The author stresses selected principles of management. Communication is emphasized as one of the key principles. The communication student will find these chapters as making a great contribution to research: "The Functions of Management," "Human Relations," "The Control of People," "Motivation and Communication," "Common Sense in Management," and "Innovation and Expansion." The work also contains a selective bibliography.

Oliver, Robert T. and Barbara, Dominick A. THE HEALTHY MIND IN COMMUNION AND COMMUNICATION. Charles C. Thomas, Publisher, Illinois, 1962. (BF 637 04)

These authors focus upon communication and its relationships to cordial relations among persons and the ideas, accords, and disciplines of selected groups, institutions, and communities. They stress that the object of communion is being together, and their theme is that communication fosters relationships. The student of communication will easily interpret the association of this topic with many areas in the study of organization communication.

Author Listing (continued)

Optner, Stanford L. SYSTEMS ANALYSIS FOR BUSINESS AND INDUSTRIAL PROBLEM-SOLVING. Prentice-Hall, Inc., New Jersey, 1965.
(HD 38 068)

This book attempts to orient the specialists and generalists in our present-day technically-oriented business world on the requirements for a better understanding of communication. The author addresses characteristics of business problems, the nature of various systems, relationships of feedback components feedback control in problem-solving and the alternatives, the assumptions, the criteria and the risk involved in problem analysis. This is another book which focuses completely upon organization, management, and communication. As others have done, the author fails to adequately develop the communications.

Orleans, Peter and Sonya Orleans. SOCIAL STRUCTURE AND SOCIAL PROCESS. Allyn and Bacon, Inc., Mass., 1964.
(HM 51 074)

This is an introductory group of readings in sociology. Several of them would contribute nicely to research in organizational communication. The articles on social structure, social processes, communication patterns and organizational effectiveness are quite pertinent to communication studies. The book includes a suggested reading list which might be valuable to any student.

O'Shaughnessy, John. INQUIRY AND DECISION. Harper & Row Publications, Inc., (Barnes and Noble), New York, 1973.
(HD 38 03)

Decision making is the major focus of this book. It concentrates on the logical processes involved and uses these processes as a way of integrating the methodological contributions of the various social sciences most significant to decision making and the evaluation of courses of action by management. Communication students will gain only minimum support from this text at first glance; however, their interpretative abilities will permit their easy identification of numerous communicatively related discussions. Organizational communication aspects are plentiful, but most do not appear to the reader without thorough analysis.

Author Listing (continued)

Owens, Robert G. ORGANIZATIONAL BEHAVIOR IN SCHOOLS. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1973.
(LB 2806 09)

The author focused his text on the educational advisor, such as the superintendent, principal, middle management personnel, and program directors. He specifically addresses recent developments in administration theory and research, organization, interpersonal behavior, organizational behavior, decision making, leadership, organizational settings and climate, and styles and concepts of organizational behavior. Students of organizational communication will find this book provides limited support to information collection.

Peabody, Robert L. ORGANIZATIONAL AUTHORITY. Atherton Press, (Prentice-Hall, Inc.), New York, 1964.
(JF 1351 P35)

The author offers a concise explanation of a study involving authority in relation to three public service organizations: a public school, a public welfare office, and a city police department. While the book fails to address communication specifically as it should have, the student of organizational communication will recognize it as an excellent support to his research. The comparative analyses provided are exceptionally meaningful to communication research.

Perkins, James A. THE UNIVERSITY AS AN ORGANIZATION. McGraw-Hill Book Company, New York, 1973.
(LB 2341 P43)

This is actually a reader which compares universities as organizations with other organizations and institutions. These particular areas of discussion will be of significant interest to organizational communication students: the university as a community, organization and functions of the university, comparison of the university and the corporation, trusteeship, the organization of the Board, and missions and organizations.

Author Listing (continued)

Petit, Thomas O. FUNDAMENTALS OF MANAGEMENT COORDINATION. John Wiley & Sons, Inc., New York, 1975. (HD 31 .P39)

The author has tried a new approach in his book. He has focuses upon the differences in management at the various levels of management. He has provided a conceptual view of management hwich include much of the recent material in the field. Students interested in communication in organizations will find these topics to be exceptionally fine sources relatable to communication: theories of management, structures in organizations, coordination, levels and types of management, organizing, leadership and control, supervisory management, the middle manager, and executive management. The term communication is hard to find in the text, so one's interpretative abilities will be required to uncover the numerous communicative-oriented aspects presented.

Phillips, Gerald M. COMMUNICATION AND THE SMALL GROUP. The Bobbs-Merrill Company, Inc., New York, 1973. (HM 133 P49)

The author has provided the beginning communication student with a basic text on small group communication. In the text the student is confronted with a variety of small group communication situations, each which has significance to organizational communication: small groups in our society, understanding the small group process, the small group in education and therapy, problem-solving processes, and human relations in the small group. Do not overlook the six page bibliography related to the small group communication.

Poe, Jerry B. THE AMERICAN BUSINESS ENTERPRISE. Richard D. Irwin, Inc., Illinois, 1969. (HF 5343 P6)

This is a business administration text. It includes cases for discussion and thought development by students. Several cases bring out the great importance that communication plays in modern enterprise. However, here as in so many texts on business and management, communication does not get its well-deserved scope of coverage. The impact of communication in these cases is easily identified. General areas covered by the author and relative to organizational communication are management, human relations, the role of personnel

Author Listing (continued)

mangement, management controls, business and government, and international business management.

Ponsioen, J. A. THE ANALYSIS OF SOCIAL CHANGE RECONSIDERED. Mouton and Co., London, 1965.
(HM 101 P64)

The author has related several disciplines to social change: economics, public administration and sociology. The book is a report of the programs and discussions of those programs conducted by the Institute of Social Studies at The Haugue. The author's major subordinate areas include several with direct relevancy to organizational communication: cultural lag; concepts of acculturation; leadership, power, and the elite; framework for the study of change; industrial change and relations, workshops, and others. There is pertinent information here for the communication researcher, but he will have to dig for it.

Porter, Donald E. and Philip B. Applewhite. STUDIES IN ORGANIZATIONAL BEHAVIOR AND MANAGEMENT. International Textbook Co., Pa., 1964.
(HD 31 P64)

This large book contains numerous research studies and conceptual articles concerning human behavior and organization. Communication is stressed as a significant element in that behavior and within the organization.

Price, James L. HANDBOOK OF ORGANIZATIONAL MEASUREMENT. D. C. Heath and Company, Lexington, Massachusetts, 1972.
(HM 131 P728)

The primary purpose of this book has been to promote standardization of the measures used in the study of organizations, and to encourage improvement of those measures used in organizational research. Communication students will be interested in these subject-headings: administration, centralization, formalization, innovation, motivation, coordination, consensus, effectiveness, basis of power, routinization, organizational size, span of control, and succession within the organization. Those students interested in communication audit will find this text a very supportive source.

Author Listing (continued)

Price, James L. ORGANIZATIONAL EFFECTIVENESS. Richard D. Irwin, Inc., Illinois, 1968. (HM 131 P72)

The author's purpose was to provide an inventory of propositions which contribute to the effectiveness of an organization. He covers organizations in economic systems, the political system, control systems, and population and ecology. This book is very rich in communication material, covering specifically such areas as formal-informal communication, communication effectiveness, horizontal communication, personal-interpersonal communication, upward-downward communication, vertical communication, and communication complexities. The student of communication in organizations should make this a key source of information.

Prince, George M. THE PRACTICE OF CREATIVITY. Harper & Row Publishers, New York, 1970. (HD 38 P73)

This book emphasizes decision-making and problem-solving. It concerns the procedures leading to change in relationship to top management. "Synectics" is used as a teaching tool to insure free speculation with disciplined reactions. Several role-playing situations are provided for emphasis of the aspects of problem-solving and decision procedures. I found it strange that the author seldom used the word communication in a book whose topic is so greatly influenced by organizational communication. However, this is an excellent source of information for the communication student. He will have to employ his own interpretaitons and perceptions for full evaluation of communicative situations.

Quick, Thomas L. YOUR ROLE IN TASK FORCE MANAGEMENT. Doubleday & Co., Inc., New York, 1972. (HD 38 Q8)

This small book addresses the "dynamics of corporate change." Specifically it concerns the anatomy, operations, and functions of a task force established to attack a particular problem. The discussions of leadership of task force personnel and the effective behavior of the group are excellent sources of information for the communication student researching small group communication. Unfortunately, communication as a separate point of concern fails to be developed, but is hidden in the other explanations.

Author Listing (continued)

Quinn, James A. SOCIOLOGY--A SYSTEMATIC ANALYSIS. J. P. Lippincutt Co., New York, 1963. (HM 51 Q5)

This text addresses sociology by systematically analyzing human groups and their cultural environment. Included are the institutional systems and organizations man develops in his society. The sections of the book on institutional systems, general social organization, communication, interaction, patterns, influences of groups, and concepts and principles appear most supportive for research in organizational communication.

Rabow, Jerome. SOCIOLOGY, STUDENTS AND SOCIETY. Goodyear Publishing Co., Inc., California, 1972. (HM 51 R28)

This new reader is dedicated to the relation of the science of sociology with the crucial problem areas of the late 1960's, and the early 1970's. Most of the readings are aimed at developing the concept of a social organization or structure as a tool for better understanding the sociology of our times. Several of the articles have positive relevance to the study of organizational communication; their general topics are: group priorities, communication patterns, leadership, social change, organizational relationships, patterns of social organizations, social interaction, groups and pressure, norms, mobility, and patterns of control.

Read, Hadley. COMMUNICATION: METHODS FOR ALL MEDIA. University of Illinois Press, 1972. (P 90 R35)

The author addresses the processes of communication, the environment of these communication processes, and the skills and techniques required to properly influence that environment. Communication theory and application are mutually related in the discussions. The author appears to seek out the beginning communication student and not the expert or graduate student. However, every topic covered by the author appears relevant to study of organizational communication.

Author Listing (continued)

Reeser, Clayton. MANAGEMENT-FUNCTIONS AND MODERN CONCEPTS. Scott, Foresman and Company, Glenview, Illinois, 1973.
(HD 31 R438)

This author's purpose was to summarize and integrate the central concepts of management. He has designed the text for use by the college student in a course on general management. While this is certainly a basic text, most communication students will find its format and subject coverage to be so arranged as to permit easy and rapid access to the traditional and more modern fundamentals of management that are so often restudied in communication research. The subject headings and sections of the text follow the management functions: planning, organizing, staffing, directing, and controlling. Each major section includes a long bibliography. The text provides a lengthy glossary, a name index, and a subject index.

Rhenman, Eric. ORGANIZATIONAL THEORY FOR LONG RANGE PLANNING. John Wiley & Sons, Ltd., New York, 1973.
(HD 37 S84 R4913)

This text was translated from Swedish. Only the most astute researcher in the field of organizational communication will benefit from the material presented. Interpretatively speaking, it can be easily associated with numerous aspects of interpersonal and organizational communication.

Rice, George H. Jr., and Dean W. Bishoprick. CONCEPTUAL MODELS OF ORGANIZATIONS. Appleton-Century-Crofts, Educational Division, Meredith Corporation, New York, 1971.
(HM 73 R5)

These authors have developed a unique short text which surveys current theories in the ever-expanding field of study involving the organization of people for a cooperative endeavor. Researchers in organizational communication will discover these discussion points supportive to research in organizational communication: organization theory specialization of functional roles, decentralization, the systems concept, and the modern organization.

Author Listing (continued)

Rieke, Richard D. and Malcolm O. Sellers. ARGUMENTATION AND THE DECISION MAKING PROCESS. John Wiley & Sons, New York, 1975.
(PN 4181 R48)

While this publication is primarily designed to support forensic activities, it provides an clear and interesting review of the argumentation process so necessary in understanding group and the small group interaction found in an organization.

Richards, Max D. and Paul S. Greenlaw. MANAGEMENT DECISION-MAKING. Richard D. Irwin, Inc., Illinois, 1966.
(HD 38 R5)

This book is an introductory text to general management. It covers individual and group behavior, leadership, organizational design, organizational planning, control, and decision-making. The impact and influence of communication is appraent throughout the text. These aspects of communication receive specific explanation: barriers, coordination, differences in understanding, the grapevine, restructuring the organization, networks, and government operations and responsibilities. Communication students should note that the lead page of the book contains a list of 42 books which have been published under the Irwin Series on Management. Twenty of the list have excellent potential as source material for organizational communication studies.

Richardon, R. C., Blocker, C. E., and Bender, L. W. GOVERNANCE FOR THE TWO-YEAR COLLEGE. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1972.
(LB 2328 R455)

Very briefly the authors cover influences on governance of the two-year college, theory of human interaction, theory of organizations, administration, college administrators, governance structure, and the dynamics of interaction. Students of organizational communication who are interested in educational institutions will find this text beneficial to their research.

Author Listing (continued)

Richards, Max D. and Paul S. Greenlaw. MANAGEMENT DECISIONS AND BEHAVIOR. Richard D. Irwin, Inc., Homewood, Illinois, 1972.
(HD 69 D4 R45)

The authors developed this book as an introductory general management text. It focuses primarily upon the kinds of decision problems confronting managers at all levels and functional areas in the modern organization. As usual in most business and organization references, the term communication receives only limited use; however, the many applications and relationships of communication are easily identified through interpretation by the communication researcher and student. These subject areas appear to be the most significant for the communication relationships: decision making, leadership behavior, systems analysis, organizational processes, human factors in organizational change, formal organization, simulation models and organization, and patterns of management. Each chapter contains a lengthy list of references.

Robbins, Stephen P. MANAGING ORGANIZATIONAL CONFLICT. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1974.
(HD 38 R57)

This excellent short book provices a nontraditional approach to managing conflict in organization. The author provides major recognition to the importance and influences of organizational communication. One specific chapter addresses communication, and most the others include meaningful discussions relating communication to the various functions and responsibilities of management in the aspects of conflict confrontation.

Robertson, Thomas S. INNOVATIVE BEHAVIOR AND COMMUNICATION. Holt, Rinehart & Winston, Inc., New York, 1971.
(HF 5415 R554)

This author addresses the process of diffusion and its function, influences, and relationship within the organization and its decision-making responsibilities. Of course, the key tool of management in this setting is communications. Part I focuses on "innovative behavior", Part II on communication theory, and Part III seems to interrelate innovation, communication, and organizational management. Included are 25 pages of references.

Author Listing (continued)

Robinson, Edward J. COMMUNICATION AND PUBLIC RELATIONS. Charles E. Merrill Books, Inc., Ohio, 1966. (HM 263 R54)

The author emphasizes the management function known as public relations. This function evaluates attitudes, identifies policies and procedures of individuals and groups of organizations, and plans and directs operations aimed at developing awareness and acceptance of change. Communication plays its significant part as a tool of the management, the organization, and the public relations manager. The author includes numerous cases to support his explanations. This book contains 36 models and figures which easily display the role of organizational communications.

Roethlisberger, F. J. MAN-IN-ORGANIZATION. Belknap Press of Harvard University Press, Massachusetts, 1968. (HD 31 R62)

This small reader is a collection of the author's essays. The works cover a variety of man-in-organization aspects, many of which have direct communication significance, i.e., "Understanding", "Human Relations", "Barriers to Communication", and others. This is one of the more different sources of information for the communication student.

Rogers, Everett M. DIFFUSION OF INNOVATIONS. The Free Press, New York, 1962. (HM 101 R57)

The author focuses upon the analysis of the diffusion of an idea. While he seldom involves himself in the interactions of an organization or society, his book establishes itself as a worthwhile source of information for the student of organizational communication. The organization lives or dies by its ability or inability to diffuse information. This author addresses those aspects of communication which influence the innovative processes. His 41 page bibilography is worth remembering among communication students.

Author Listing (continued)

Rogers, Everett M. and F. Floyd Shoemaker. COMMUNICATION OF INNOVATION. The Free Press, New York, 1971. (HM 101 R57)

Here two of the finest experts in the field of sociological communication provide a cross-cultural approach to communication relationships and influence to social change. Their theme is that communication is necessary for change. The subtopics provided are most suitable for the communication student seeking reference information: diffusion, innovation-decision process, adoption of change, adoption categories, leadership and flow of ideas, the change agent, communication channels, collective innovation decision, authority, organizational change, and consequences of innovation. A 74 page bibliography is included for the researcher. It contains the names of many of the most prominent writers in the related fields of sociology and communication.

Rosenberg, Seymour L. SELF-ANALYSIS OF YOUR ORGANIZATION. Amacom, A Division of American Management Associations, New York, 1974. (HD 69 D4 R66)

In this book the author attempts to help managers and management develop systematic programs of business self-analysis. The text addresses primarily change and the communication behavior that is associated with change. This is an unusually good reference for the communication researcher.

Rosengren, William R. and Mark Lefton. ORGANIZATIONS AND CLIENTS. Charles E. Merrill Publishing Company, Columbus, Ohio, 1970. (HM 131 07)

The authors published a unique reader in that it addresses the sociology of service in the organization. A series of essays reveal communication relationships between the components of an organization and the clients of the organization. Unless a student of organizational has specific interest in this client-organization relationship, the text will be of minimum support as a research source.

Author Listing (continued)

Ross, Joel E. and Robert G. Murdick. MANAGEMENT UPDATE. (AMACOM), a Division of the American Management Association, New York, 1973.
(HD 31 R724)

The authors intended this book to be their answer to management obsolescence. The book provides the communication researcher only limited material to support his efforts. These subject areas offer some support to organizational communication study: social responsibility, structuring the organization, planning, controlling organization, decision making, and marketing.

Rubenstein, Albert H., and Chadwick J. Hablestroh. SOME THEORIES OF ORGANIZATION. Richard D. Irwin Inc. and the Daisey Press, Illinois, 1966.
(HD 31 R79)

This is a massive reader consisting of a variety of behavioral science articles related to organizational theory. The author has integrated scientific studies of organization from several disciplines focusing primarily on the organization and human behavior. Section Five of the book emphasizes communication; however, other sections do reflect communication involvement.

Rucker, Frank W. and Williams, H. L. NEWSPAPER ORGANIZATION AND MANAGEMENT. The Iowa State University Press, Ames, Iowa, 1965.
(PN 4775 R8)

The authors had two purposes for this book: to provide descriptions of methods and practices used in the production and promotion of newspapers, and to inform journalism students about the details of newspaper organization and management problems, and the skills required for the modern newspaper. The discussions on organization and management provide excellent support in research by the student on organizational communication. A good six page bibliography is provided.

Author Listing (continued)

Russell, G. Hugh and Kenneth Black, Jr. HUMAN BEHAVIOR IN BUSINESS. Appleton-Century-Crofts, New York, 1972. (HM 251 R85)

These authors have prepared an easily read and understood book on interpersonal relationships in business. The theme appears to be the explanations of attitude, examination, and change. The communication student will value the chapters on situational communication and language tools. They cover several subareas supportive to study in organizational communication: communication reconnaissance, communication confusion, verbal and nonverbal communication, conscious and unconscious communication, authority, sender and receiver problems, symbolism and imagination, the listening process, and feedback.

Schmidt, Warren H. ORGANIZATIONAL FRONTIERS AND HUMAN VALUES. Wadsworth Publishing Co., Inc., Califronia, 1970.
(HM 131 068)

The author provides a preview of the critical aspect of social and physical change that he expects in our future social environment. He emphasizes the influences those changes will have on future organizations and their goals, functions, structures, relationships, and control. By environment, the author refers to the university and college environment in the United States. Communication as a topic does not get properly identified in this book so the student interested in organizational communication will be forced to rely upon his own interpretations of the discussions which involve interpersonal or organizational communication. The author provides a short annotated bibliography for a few works on organization and sociology and a longer and second bibliography dedicated to the subject of organizational development. Both will be valuable to the student of organization communication.

Schmuck, R. A. and Miles, M. B., eds. ORGANIZATIONAL DEVELOPMENT IN SCHOOLS. National Press Books, Palo Alto, California, 1971.
(LB 2805 S383)

This reader is designed to encourage wider diffusion or organizational development (OD) within the school and school

Author Listing (continued)

system. Likewise, it is designed to stimulate and strengthen research on organizational development. The audience target for the book is the educational administrator, the department head, unit leaders and teachers, state educational officials, and researchers. Most communication students interested in the aspects of organizational communication within the schools system will find this a limited source document.

Schoderbek, Peter P. MANAGEMENT SYSTEMS. 2d ed., John Wiley & Sons, Inc., New York, 1971. (HD 31 S338)

This is another reader, providing some of the more current articles by recognized management experts or experts from related sciences. These subject headings afford the communication student potential material sources: general systems, cybernetics, measurement in management, models and systems application, management information systems, systems application, and future characteristics and organization for management. The communication researcher's ability to interpret the communication relationships may permit his use of this reference; even then, it will offer only limited research support in the communication areas. However, researchers should not overlook the value of the 20 pages of references.

Scott, William G. ORGANIZATION THEORY. A Behavioral Analysis for Management, Richard D. Irwin, Inc., 1967. (HD 31 S364)

This is an excellent supplementary text for the student of organizational communication. This unique book contains a detailed discussion of communication aspects with significant elaborations relative to organization. Several chapters focus upon specific aspects of organizational communication such as concepts, barriers, small groups, and the organization as a system of government. The book also includes an author index, a subject heading index, and a list of the publication in the Irwin Series on Management. There are 36 publications of which 8 emphasize communication and its role in management.

Author Listing (continued)

Scott, W. Richard. SOCIAL PROCESSES AND SOCIAL STRUCTURES. Holt, Rinehart and Winston, Inc., New York, 1970. (HM 51 S36)

This is another introduction to the science of sociology. It is a reader with selected articles from a number of the experts in the field. Their articles devote little discussion to the part communication plays in social actions and environments; however, the student of organizational communication will be able to visualize the influences and impact of communication in the excellent reviews of small group interactions, the formal organization communities, and society.

Seeshore, Stanley E. and Robert J. McNeill. MANAGEMENT OF THE URBAN CRISIS. (edited), The Free Press, New York, 1971. (HD 31 M2932)

This book concerns itself with the behavioral philosophy of metropolitan management. It views policies and programs focused on management of urban organizations. The chapters on small group behavior and communication in the organization are most significant to the researcher in communication, as are those on organizational management and decision-making.

Self, Peter. ADMINISTRATIVE THEORIES AND POLITICS. George Allen and Union Ltd., London, 1972. (JF 1351 S44)

The author describes this book as an inquiry into the organization and processes of modern government. He deals specifically with topics of interest to the student of organizational communication: issues concerning government organizations and the selection and behavior of senior administrative officials. The book relates theories of administrative process to the various functions within government systems. Development of administrative theory, government organizations, competition and coordination, the staff and line environments, motivation and performance behavior.

Author Listing (continued)

Shaw, Marvin E. GROUP DYNAMICS: THE PSYCHOLOGY OF SMALL GROUP RELATIONS. McGraw-Hill Book Co., New York, 1971.
(HM 132 S5)

Since I feel it is practically impossible to study management and organization without becoming involved with group dynamics and organizational communication, I recommend this book to the communication student performing research on organizational communication topics. The author has included thirty pages of excellent references and a much needed glossary.

Shibutani, Tamotsi (ed). HUMAN NATURE AND COLLECTIVE BEHAVIOR. Prentice-Hall, Inc., Illinois, 1970.
(HM 24 H85)

This book presents a collection of papers authored by Herbert Blumer. The book is really a memorial to the great man's works in behavior and human interactions. The subject headings of the various sections of the book carry positive indications of their relationship to organizational and interpersonal communications: theory, collective behavior, social psychology, sociology and social policy. Within these areas of discussion are several worthwhile discussion for the student of organizational communication: symbolic interaction, feedback, creative processes and communication, gestures in communication, and symbolic communication.

Shrope, Wayne Austin. EXPERIENCES IN COMMUNICATION. Harcourt Brace Jovanovich, Inc., New York, 1974.
(P 90 S57)

This is a basic text providing an introduction to communication. It is more suitable as an information source for undergraduate work than for graduate. Part One addresses a variety of communication experiences; Part Two provides selected readings by noted experts in several areas of communication. Part Three outlines steps and techniques for improvement of communication skills in individuals and organizations.

Author Listing (continued)

Shull, Fremont A., Jr. and others. ORGANIZATIONAL DECISION-MAKING. McGraw-Hill Book Co., New York, 1970. The other authors are Andre L. Delberq and L. L. Cummings.
(HD 69 D4 S48)

"This book is a treatise on decision-making," and as such it emphasizes the importance of communication to the process of arriving at the decision and announcing it. The discussion on "norm transmission" is thoroughly laid out for the student to absorb. Other areas on a selective basis are relevant to communication research efforts: perception, learning, small-group structures and interactions, group processes, and administrative role conflicts. The book contains a recent list of the McGraw-Hill Series on Management. Many of the books listed address communication in the organization.

Simmins, John R. M. MANAGEMENT OF CHANGE - THE ROLE OF INFORMATION. Gee and Co., Publishers, Ltd., of London, 1970.
(HD 38 S545)

This book covers a research project sponsored by the Institure of Office Management. "The objectives of the Institute were to study and promote that branch of management concerned with obtaining, recording, and analyzing information, planning and communication, by means of which the management of a business safeguards its assets, promotes its affairs, and achieves its objectives." The author addresses those areas, and a communication student should have little trouble interpreting the impact and influence that organizational communication has on such activities.

Simpson, Richard L. and Ida H. Simpson. SOCIAL ORGANIZATION AND BEHAVIOR. John Wiley & Sons, Inc., New York, 1964.
(HM 51 S54)

This sociological reader addresses selected aspects of sociology, several of which have direct relatability to research in organizational communication: basic social structures, community organizations, power structures, social deviance and change, and large scale organizations.

Author Listing (continued)

Singer, Benjamin D. FEEDBACK AND SOCIETY. Lexington Books, D.C. Heath and Company, Lexington, Massachusetts, 1973.
(HM 258 S485)

This text focuses upon two of society's mass feedback modes, the mass media and the information center. It concentrates on the strengths, the functions, the similarities, and the differences in these somewhat new institutions. The communication student will find limited use of these discussions on feedback as they influence the organizational climate, information flows, managerial behavior, and external and internal influences.

Singer, J. David. HUMAN BEHAVIOR AND INTERNATIONAL POLITICS. Rand McNally and Co., Illinois, 1965.
(HM 251 S623)

The author's purpose for this reader is to address the discipline of international politics from its prescientific to scientific stages of development. I describe this book as a lesson in development of general systems theory and its application. The very excellent article by Bertalanffy in the introduction is an uncomplex and clear start for the student of organizational communication. Several of the articles are very relevant to the communication student: information overload, crisis, opinion, formation and change, decision-making, power and influence, styles of conflict behavior, communication effect, and systems transformation. A thorough bibliography is included at the end of the book.

Sites, Paul. CONTROL: THE BASIS OF SOCIAL ORDER. Dunellen Publishing Company, New York, 1973.
(HM 101 S619)

The author's theme is to show that the most important and fundamental component in individual and social life is control. He emphasizes that the individual, for any number of reasons, attempts to control the situational context by controlling the behavior of others as well as his own. The researcher who is interested in the aspects of control in relation to organizational communication will benefit by referring to this short text.

Author Listing (continued)

Smith, Paul I. Stee. INDUSTRIAL INTELLIGENCE AND EXPIONAGE. London Business Books, Ltd., London, 1970. (HD 38 S62)

The author focuses your attention upon the obtaining of industrial information for intelligence and espionage activities. The major source of this information is the form of communication utilized within an organization, or between organizations. This approach offers the student of communication an unusual opportunity to consider rarely-considered aspect of communication.

Solomon, Arthur. INTERPERSONAL COMMUNICATION. Charles C. Thomas, Publisher, Springfield, Illinois, 1970. (HM 132 S6)

This author provides the beginning communication student with a workshop format for interpersonal communication. The text is designed to provide the student with a variety of skills and learning experiences in these areas: interpersonal relations, small group process, and oral communication. His three appendices will also be supportive to basic communication research.

Soreno, Kenneth K. and Mortensen, C. David. FOUNDATIONS OF COMMUNICATION THEORY. Harper & Row, Publishers, New York, 1970. (P 90 S43)

These authors have provided a basic and progressive reader on communication theory. It emphasizes the multi-disciplinary aspects of the field of communication. The articles on perspectives, systems, theory, interaction, and social context reveal that interdisciplinary relationship. While the reader is primarily for the new student in the communication field, more advanced researchers will discover valuable information supportive to many areas of communication, organizational communication being one. The names of the 34 contributors to the text are important as leads to other research.

Author Listing (continued)

Spearritt, Donald. LISTENING COMPREHENSION - A FACTORAL ANALYSIS, A. C. E. R. Series Number 76, G. W. Green and Sons, Pty, Ltd., Melbourne, Australia, 1962. (BF 323 L5 S643)

I do not feel the average student of organizational communication should seek out this technical study of hearing comprehension. However, there are 6 pages of excellent bibliography pertaining to listening and the communicative processes. The communication student should add this work to his personal library since before long listening may become a new discipline just as speech communication has.

Stauffer, Robert B. THE DEVELOPMENT OF AN INTEREST GROUP: THE PHILIPPINE MEDICAL ASSOCIATION. University of the Philippines Press, Quezon City, 1966. (HM 131 S7x)

A short but excellent study of one interest group: its purpose, people, and organization. The author provides three excellent chapters on communication with elected officers, with administrators, and with other officials. This is a different source of organizational communication information.

Steglich, W. G. STUDENT GUIDE TO SOCIOLOGY. Prentice-Hall, Inc., New Jersey, 1969. (HM 51 S897)

This is simply a guide to aid new students entering the study of sociology. Its very simplicity is important to the researcher in organizational communication. Each of its chapters pertains to another, and larger book, with the same title and authors. The guide consists of 21 titles or key words in the study of sociology. The guide outlines the discussion of the larger book very briefly, and locates the larger source by page number. These characteristics of sociology have great meaning to the communication student since most of them have direct relevance to the related field of communication.

Author Listing (continued)

Steinberg, Charles S. THE COMMUNICATIVE ARTS. Communication Art Books Hasting Homer Publishers, New York, 1970.
(HM 258 S74)

The author addresses the growth of communication media as a socio-cultural happening. The processes of interpersonal and mass communication are related to the socio-cultural environment in this book. Each of the media forms is discusses to permit a comparative evaluation of its impact. It is possible that the student of organizational communication will discover relevancy to his topic of study under the subject headings offered: man's media and society symbols, the information industry, foreign news and global communication, persuasion, control of mass communication, and the future of communication. Each chapter contains its own bibliography.

Stewart, Charles J. ON SPEECH COMMUNICATION. Holt, Rinehart and Winston, Inc., New York, 1972.
(PN 4121 S817)

Although this work is really an anthology of contemporary publications and messates, and is focused primarily on the undergraduate communication student, several of the readings are relevant to communication research: audiences, communication processes, small group behavior, and communication dyad. The advanced communication student should expect only limited support from this book.

Stone, Jeremy J. STRATEGIC PERSUASION. Columbia University Press, New York, 1967.
(JX 1974 S85)

The author stresses the importance of communication between nations concerning arms limitations. He repeatedly uses the term "strategic dialogue" which refers to the communication between nations and international organizations. Another definition of the term might have been international organizational communication.

Author Listing (continued)

Stoops, Emery; Rafferty, Max; and Johnson, R. C. HANDBOOK OF EDUCATIONAL ADMINISTRATION. Allyn and Bacon, Inc., Boston, Massachusetts, 1975. (LB 2805 S757)

This is a leadership-support text. The author designed it to help the practicing educational administrator. The book emphasizes school district operations and is specifically for superintendents, principals, supervisors, school board members, and other administrators. Communication students interested in educational management will be impressed with the author's coverage of the communication environment inherent to the system. The importance of communication, both interpersonal and organizational, is clearly interpreted throughout the text.

Summer, Charles E. Jr. MANAGEMENT: A SYSTEMS ANALYSIS. Scott, Foresmann and Company, Glenview, Illinois, 1966. (HD 31 Y65)

The author has presented a very advanced book in aspects of management. It appears to be more suitable for the graduate student instead of the undergraduate. It appears to be a valuable source document, but here again the absence of the word communication from the various discussions related to communication causes problems of understanding. These subject areas have specific relationship to communication: integrated management systems, role of top management, methods of analysis, patterns of information, decision-making processes, organizational consensus, interorganizational cooperation, individualism within the organization, and problem-solving steps.

Thayer, Lee. COMMUNICATION THEORY AND RESEARCH. Charles C. Thomas, Publishers, Illinois, 1965. (P 87 I55)

This book is a collection of selected readings which were previously presented as papers at the First International Symposium on Communication Theory in March 1965. Communication students researching the area of organizational will find this a helpful source for these reasons: it contains a list of the many experts in the communicaiton field who attended the symposium; the scope of the articles is quite broad and encompasses most of the field of communication;

Author Listing (continued)

many of these articles have specific importance to organizational communication; and the brief biography of the principal contributors included contains additional writings by each of the speakers.

Thompson, Victor A. BUREAUCRACY AND INNOVATION. University of Alabama Press, 1969. (JF 1351 T53)

The author's subject is organization and change. Change in any organization must involve communication so one would expect the topic of organizational communication to receive full scrutiny. The discusisons on organizational theory, organization innovation, decision-making, the bureaucratic social system, innovative organization, and society and organizational innovation. Organizational communication students will interpret excellent supportive information from this work. Note the 21 pages of bibliography.

Tillman, Rollie and C. A. Kirkpatrick. PROMOTION: PERSUASIVE COMMUNICATION IN MARKETING. Richard D. Irwin, Inc., Illinois, 1972. (HF 5415 T56)

These authors explore several concepts from the behavioral sciences as they relate to buyer behavior, and the communication processes within organizations. Concerned also is the informational flow from sales force organization to buyer. The significance of communication in the area is readily apparent.

Torgersen, Paul E. A CONCEPT OF ORGANIZATION. American Book-van Nostrand Reinhold, New York, 1968. (HD 31 T637)

Here is one author who emphasizes the importance of communication to management and organization. While several areas of the book relate to the importance of organizational communication, Chapter 8 specifically addresses the subject as a separate science or discipline. This is a good, small reference book (173 pages).

Author Listing (continued)

Truzzi, Marcello. SOCIOLOGY - THE CLASSIC STATEMENTS. Random House, New York, 1971. (HM 51 T76)

This reader on sociology has numerous articles which have directly relationship to organizational communication. Most significant articles to the communicator are "Dimensions of Social Organization", "Stratification", "Social Processes", and "Social Control, Deviance and Collective Behavior."

Tuite, Matthew; Roger Chisholm; and Michael Radnor. INTERORGANIZATIONAL DECISION MAKING. Aldine Publishing Company, Chicago, Illinois, 1972. (HD 69 D4 I58)

Interorganizational decision making processes constitutes a very complex systems problem involving technological, work flow, and complementary relationships between subsystems. The importance of organizational communication should be quickly recognized in this unusual environment of joint decision making. The publication is mainly a reader containing articles addressing these communicative subject areas: the concept of international decision making, the frameworks for solution of interorganizational problems, joint decision making requirements, interorganizational decision making, decision making at the government interorganizational level. Graduate students in communication will benefit more from this work than undergraduates.

Tumin, Melvin M. PATTERNS OF SOCIETY. Little, Brown and Company, Boston, Massachusetts, 1973. (HM 51 T775)

This author provides his readers with an introduction to sociology, with emphasis on the patterns of group behavior, and the consequences or functions of group membership. Tumin concentrated on nine concepts through which patterns of social behavior are best analyzed and understood: society, culture, institutions, values, identities, status-roles, resources, aggregates, and sanctions. Communication students will be able to interpret easily the influences of organizational communication in the numerous sociological situations.

Author Listing (continued)

Turner, John H., ed. STUDIES IN MANAGERIAL PROCESS AND ORGANIZATIONAL BEHAVIOR. Scotte, Foresman and Company, Glenview, Illinois, 1973.
(HD 31 T87)

The object of this publication is to provide a collection of readings to aid students of management to better understand the complexities of organizational behavior and the management process. The book is divided into sections of readings on the fundamental concepts of management, the management process, and organizational behavior. A good number of the articles are directly focused upon organizational communication; they are management theory, individual and organizational objectives, authority and power, social power, organizational theory, planning and control, delegation and leadership, line and staff relationships, span of control, roles and role conflict, motivation, crisis management, and managerial training and development. Case histories are offered to enhance understanding.

Vardaman, George T. DYNAMICS OF MANAGERIAL LEADERSHIP. Auerback Publishers, Inc., Philadelphia, Pennsylvania, 1973.
(HD 31 V37)

The author's goal was to give the new or potential manager meaningful steps to achieve effective management and organizational leadership. Students interested in organizational communication will find numerous discussions related to dyadic, small group, and organizational communication. Reader interpretation will permit additional communicative relationships from material presented.

Vroorm, Victor H. and Philip W. Yetton. LEADERSHIP AND DECISION MAKING. University of Pittsberg Press, Pennsylvania, 1973.
(HM 131 V69)

This is a very technical book and is addressed to those scholars and researchers who share the authors' interest in leadership, and to those in managerial and administrative positions who have participated in leadership research. Graduate students of organizational communication will find the various charts on decision process flows, problem definition, etc. supportive to research. The six page list of references provides excellent potential research sources.

Author Listing (continued)

Walia, Maneck S. THE NATURE AND SCOPE OF MANAGEMENT. Scott, Foresman and Company, Glenview, Illinois, 1973. (HD 31 W24)

This author has developed a reader directed at helping the graduate and undergraduate students as they enter the field of management. Those interested in organizational communication will discover numerous articles beneficial to their research. The text includes articles from such experts in management as Drucker, Fayol, Barnard, Likert, McGregor, Angyris, Leavitt, Diebold, Hall, Katz, Tannenbaum, and Sayles. While few of these articles directly discuss communication, but they do discuss communication behavior and related processes.

Walley, B. H. MANAGEMENT SERVICES HANDBOOK. A Business Book Handbook, Business Book, Ltd., London, 1973. (HD 31 W26)

This British author has published a unique book; it is focused on the management services specialist. Management service specialists are trained to management techniques and analytical techniques. Their knowledge should understand all functions, systems, controls, coordination, operations, etc. necessary for continuous evaluation and refinement of managerial procedures. Organizational communication, as a separate but related field, must be one of the areas of expertees of the specialist. This text outlines effective steps for correction of management difficulties.

Wasserman, Paul and Fred S. Silander. DECISION-MAKING -- AN ANNOTATED BIBLIOGRAPHY SUPPLEMENT, 1958-1963. Graduate School of Business and Public Administration, Cornell University Press, New York, 1964. (HD 38 W388)

This book offers 158 pages of biliography under such subject headings as decision-making, leadership, behavioral theory, small group discussions, community decision-making, communication and information handling, techniques and networks, and selected cases pertaining to the listed subject areas. Under the category of communication there are 43 sources listed. 40 of them are from periodicals or abstract type publications.

Author Listing (continued)

Weaver, Carl H. HUMAN LISTENING - PROCESSES AND BEHAVIOR. The Bobbs-Merrill Co., Inc., New York, 1972. (BF 323 L5 W4)

This author might well be considered a rebel by his contemporaries in the field of human communication. He insists in treating the activity of listening as a separate but related field in the communicative process. He emphasizes that listening is a behavior related to communication, a major process in the cognitive interactions, and a function to be improved for better communication between speaker and audience. Little perception is required on the part of the student of organizational communication to relate Weaver's discussions to that topic. Note also the list of other publications included in the Bobb's-Merrill Series in Speech Communication.

White, Michael J. MANAGEMENT SCIENCE IN FEDERAL AGENCIES. Lexington Books, D.C. Heath and Company, Lexington, Massachusetts, 1975. (JF 1411 W45)

This author provided excellent discussions in the text on the following: a descriptive phase model of the adoption of managerial science activities by government agencies and his understanding of the diffusion or management science within the organization based on social and behavioral considerations. Of significance to the student of organization will be the 23 different models and systems chart and a number of information tables as supportive material for explanations. Key sections of the text are organizational communication oriented: definitions of management science, a model of development and adaption of management science activities in government organizations, patterns of development-adaption-diffusion of management science in government agencies, and management science and the study of organizational change in public administration.

Whitney, Elwood (ed.) SYMBOLOGY. Communication Art Books, Hastings House Publishers, New York, 1960. (P 91 V5)

This book concerns the use of symbols in visual communication. Symbology is discussed: international industry, advertising, illiteracy, the corporate image, medicine, and religion. The

Author Listing (continued)

student of organizational communication will be able to identify the influence of symbols on his field rather quickly.

Whyte, William Foote. ORGANIZATIONAL BEHAVIOR -- THEORY AND APPLICATION. Published by Richard D. Irwin, Incl. and Dorsey Press, Illinois, 1969. (HD 31 W5156)

While this text seems to mention communication only by accident, it does provide quick contact with those subareas and topics in which communication is a major influence; i.e., groups and intergroup relations in the organization, vertical relations, lateral and diagonal relations, union-management relations, and change. Cases are provided as examples of the various problem areas under discussion. This book is an unusually fine support of research in organizational communication.

Wiley, J. Barron. COMMUNICATION FOR MODERN MANAGEMENT. The Business Press, Elmhurst, Illinois, 1966. (HD 38 W43)

This author has focused upon the production and utilization of a complete range of industrial communication means and media using the resources of audio-visual materials and equipment. He intended this text to be a guide to the college student and others just entering the field of audio visual support. This area, in my experience, is generally overlooked in management and organizational communication texts, and it does offer management tremendous communication support for the diffusion of information, policy, and decisions. This publication will provide limited support to the communication student.

Williams, M. R. PERFORMANCE APPRAISAL IN MANAGEMENT. William Heinemann. Ltd., London, 1972. (HD 31 W6x)

Management's most useful tool is generally recognized as communication. Performance appraisal has interpersonal and organizational communication relationships, and communication students will find this text supportive to their research

Author Listing (continued)

into aspects of selected characteristics of communication behavior. While the term communication itself seldom appears in the book, communication relationships are apparant to the reader. There are nine excellent appendices covering specific aspects of performance appraisal procedures; and, each of these procedures is a communicative activity.

Wolf, William B. THE BASIC BARNARD: AN INTRODUCTION TO CHESTER I. BARNARD AND HIS THEORIES OF ORGANIZATION AND MANAGEMENT. New York State School of Industrial and Labor Relations, Cornell University, Ithaca, New York, 1974.
(HD 38 B247 W64)

The evolution of management theory includes within its scope the evolution of communication and the later emergence of the field of specialization known as organizational communication. Barnard's contribution to the evolution of management theory has direct relationship to the recognition of communication as management's primary tool. Communication students will find this excellent paperback worthy of repeated references and research.

Wright, Theon and Henry S. Evans. PUBLIC RELATIONS AND THE LIVE MANAGER. American Marketing Association, New York, 1964.
(HM 263 W93)

The author seems to prove the point often heard "public relations and management are inseparable." He covers this relationship and how it is influenced by communication through discussion under such subject areas as managements approach to public relations, planning, organizing, and public relation activities, and the role of the manager in the plan. Communication is apparently the key management tool in the operation, however, the reader has to interpret this repeatedly since it is not specifically written.

Author Listing (continued)

Yarwood, Dean L. (ed) THE NATIONAL ADMINISTRATIVE SYSTEM. John Wiley & Sons, Inc., New York, 1971. (JF 1351 Y37)

This is a collection of selective readings to support an introductory course in public administration. Articles cover the levels of the federal administrative system, the outputs of t-at system, the bureaucracy of the system, etc. The student of organizational communication will make many perceptions from these readings that will be worthwhile to his investigations.

Zaltman, Gerald et al. PROCESSES AND PHENONMENA OF SOCIAL CHANGE. A wiley-Interscience Publication, John Wiley & Sons, New York, 1973. (HM 101 Z285)

The student of organizational communication interested in the processes of change will find this book to offer excellent articles addressing change, basic elements of social change, the social sector perspectives in change, and social issues in social change. Of significance to the communication student is the list of over 500 references.

Zaltman, Gerald, Robert Duncan, and Jonny Holbeck. INNOVATIONS AND ORGANIZATIONS. A Wiley-Interscience Publication, John Wiley & Sons, New York, 1973. (HM 131 Z32)

These authors have provided a brief overview of the research on innovation. They focus on the innovation-adoption process in organization and the look at the environment within which the innovation develops. Students of organizational communication will find this an excellent source of material on such topics as the characteristics of innovation, the process of innovation, characteristics of innovations within organizations, and theories of innovation in organization. Be sure to note the extensive bibliography of over 200 references.